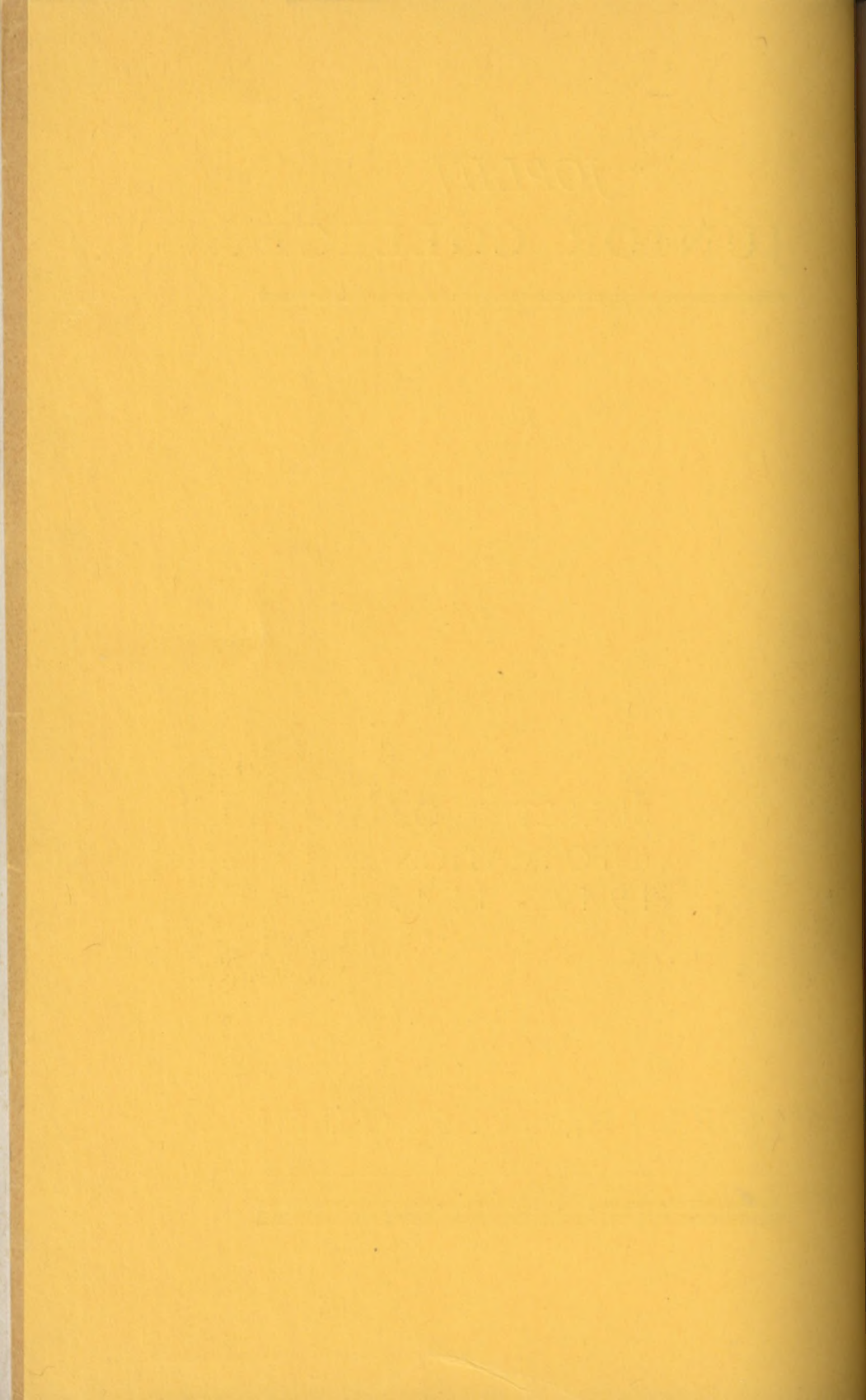


JOPLIN
JUNIOR COLLEGE



BULLETIN OF
INFORMATION
1942 - 1943

JOPLIN, MISSOURI



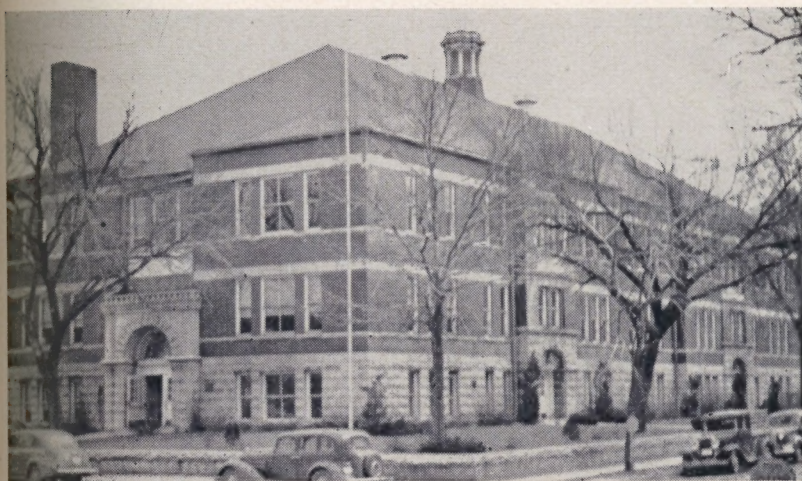
JOPLIN JUNIOR COLLEGE

J O P L I N , M I S S O U R I

ANNOUNCEMENTS AND
GENERAL INFORMATION

1942

1943



ACCREDITED

University of Missouri

State Department of Education

Member American Association of Junior Colleges

JOPLIN PUBLIC SCHOOLS

BOARD OF EDUCATION

1942 - 1943

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PAUL VAN POOL

CLIFFORD H. CASEY

MARK D. HENDERSON

RAY CARLSON

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Educational:

MARK D. HENDERSON, Chm.

CLIFFORD H. CASEY

JOE A. REEVES

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JUNIOR COLLEGE CALENDAR

1942-1943

1942

| | |
|----------------------|-------------------------------------|
| September 2 | Entrance Tests for Freshmen |
| September 3 | Group Counseling Freshmen |
| September 4 | Tentative Programs for Freshmen |
| September 3-4 | Sophomore Counseling |
| September 7 | Faculty Conference |
| September 8 | Registration |
| September 8 | School Session Begins |
| November 26-27 | Thanksgiving Holidays |
| November 30 | School Reconvenes |
| December 3-4 | Missouri State Teachers Association |
| December 19-28 | Christmas Holidays |
| December 28 | School Reconvenes |

1943

| | |
|------------------|----------------------------------|
| January 15 | First Semester Ends |
| January 18 | Registration for Second Semester |
| January 18 | Second Semester Begins |
| April 23 | Easter Holiday |
| May 23 | Baccalaureate |
| May 24 | Class Day |
| May 24 | Commencement Exercises |
| May 25 | End of Second Semester |
| May 31 | Summer Session Begins |
| August 20 | Summer Session Ends |

FACULTY 1942-1943

| | | |
|--------------------------|--|---------|
| E. A. Elliott | Superintendent of Schools Teachers College, Warrensburg, Mo.; B. S., A. B., A. M., University of Kansas | |
| H. E. Blaine | A. B., Drury College; A. M., University of Chicago | Dean |
| Ada Coffey | A. B., A. M., University of Kansas | English |
| Harvey Davis | Speech and English B. S. in Ed., Southwest Missouri State Teachers College; A. M., University of Missouri | |
| E. Fern Green | Dramatics and English B. S., Southwest Missouri State Teachers College; A. M., University of Missouri | |
| Eugene A. Henning | Spanish B. S., A. M., University of Missouri | |
| Lillian Baker | French and German A. B., A. M., University of Missouri | |
| Palmer W. Barker | Physics and Mathematics B. S., A. M., University of Missouri | |
| Martha Ann McCormick | Mathematics Ph. B., A. M., University of Chicago | |
| Edward M. Lemon | Chemistry B. S., Western State Teachers College, Macomb, Illinois M. S., University of Illinois | |
| Edna C. Drummond | Zoology and Botany - Dean of Women B. S., A. M., George Peabody College | |
| Ermie Marsh Whitfield | Education B. S., Teachers College, Warrensburg, Mo.; A. M., University of Missouri | |
| Edwin McReynolds | History and Political Science A. B., A. M., University of Oklahoma | |
| Harry C. Gockel | History, Economics, Geography A. B., A. M., Washington University | |
| H. C. Chamberlain | Economics and Accounting B. S., Missouri School of Mines; A. M., University of Missouri | |
| Vera Margaret Steininger | Stenography and Typewriting A. B., University of Kansas; A. M., Columbia University Central Missouri State Teachers College; Sarachon Hooley School of Secretarial Training | |
| Dorothy A. Stone | Stenography, Typewriting, Accounting B. S., A. M., University of Missouri | |
| Paul R. Stevick | Philosophy and Sociology A. B., Southwestern College, Winfield, Kansas; S. T. B., S. T. M., Boston University; Ph. D., University of Iowa | |
| T. Frank Coulter | Music A. B., Olivet College | |
| William H. Dale | Music B. S., K. S. T. C., Pittsburg, Kansas M. Mus., Northwestern University | |
| William N. Collins | Physical Education, Coach B. S., University of Missouri | |
| Fern Murray Claycomb | Physical Education B. S., Maryville State Teacher College | |
| Norman J. Ranum | Mechanical Drawing B. S., Teachers College, Warrensburg; A. M., University of Missouri | |

- Arthur W. Boles Art
Chicago Art Institute
- Ellis Kindred Auto Mechanics
Twenty-seven years Trade Experience.
Seven years Owner and Manager of Garage.
- Gene Hatfield Carpentry
Twenty years Trade Experience
Twelve years Building Supt.
- D. C. Rice Welding
Twenty-three years Trade Experience
Fourteen years Owner and Manager of Welding Shop
- S. T. Cobine Sheet Metal
Thirty-seven years Trade Experience.
Twenty-six years Owner and Manager of Sheet Metal Shop
- L. S. Scott Machine Shop
Twelve years Trade Experience
Three years Shop Operator
- Paul N. Howell Radio
A. B., Westminster College
E. E., Purdue College
- Edith Gorman Librarian
B. S., K. S. T. C., Pittsburg, Kansas
George Peabody Library School
- Marie A. Guengerich Piano
Graduate, Calhoun School of Music, Joplin. Studied with Helen Sco-
ville, Maurice Dusmenil, John Thompson, Wiktor Labunski, Albert
Mirovitch. Student in University of Chicago, 1918. President, Mis-
souri Music Teachers Association, 1935-1936.
- L. Beryl Harman Piano
Graduate, Chicago Musical College. Studied piano under Dr. Edward
Collins, Leopold Godowsky, Percy Grainger, and Dohnanyi, history
under Herbert Witherspoon; harmony under Felix Borowski and Laura
Drake Harris; counterpoint under Dr. Weslie Laviolette, and compo-
sition under Dr. Arnold Volpe.
- Mae Marshall Piano - Organ
Calhoun School of Music, Joplin. Studied with Henriot Levy. Studied
organ with Arthur Dunham, Chicago, Dr. Wm. C. Carl, New York; Har-
mony and Counterpoint with Frank Wright, Brooklyn; Memorization and
Analysis with Winslow Cheney, New York.
- Oliver Sovereign Voice
Studied with Vincent Hubbard and Stephen Townsend, Boston; Louis
Graveure and Enrico Rosati, New York. Director, Handel and Haydn
Society, Joplin. Choral Director of State of Missouri Fed. Music
Clubs. Vice-President, Music Teachers Association.
- Nira Wright Voice
Graduate, Lamperti-Valda School of Singing, Paris. Studied with John
S. Van Cleve, Cincinnati; Mme. Richards Claggett, Dallas; Mme. Jo-
han Hess Burr and William Nelson Burritt, Chicago; Mme. Anna
Ziegler, Mme. Valda and Frantz Prochowski, New York.
- Mary Bingham Porter Violin
Graduate, Drake School of Music, Chicago. Graduate work at Von
Ende School of Music, New York. Special study with Sametini, Chi-
cago Musical College, and Jacques Gorden, New York. Master classes
of Leopold Auer.
- Alta Cowen Dale Cello
B. S. Music, Kansas State Teachers College, Pittsburg. Graduate work
in cello, Northwestern University summers, 1936, '37, '38.
- Merle Martin Secretary
K. S. T. C., Pittsburg, Kansas;
Gregg College, Chicago

COMMITTEES OF THE FACULTY

CURRICULUM:

H. C. GOCKEL
H. C. CHAMBERLAIN
ERMIE WHITFIELD
P. W. BARKER
WILLIAM DALE
EDWIN McREYNOLDS
ADA COFFEY

GUIDANCE STAFF:

PAUL R. STEVICK
EDNA DRUMMOND
EDWARD LEMON
VERA STEININGER
ADA COFFEY

STUDENT PUBLICATIONS:

EUGENE HENNING
H. C. GOCKEL
DOROTHY STONE
ARTHUR BOLES

STUDENT WORK:

MERLE MARTIN
VERA STEININGER
NORMAN J. RANUM
W. N. COLLINS

SOCIAL ACTIVITIES:

EDNA DRUMMOND
EUGENE HENNING
P. W. BARKER
ADA COFFEY
MARTHA McCORMICK
WM. COLLINS

CONVOCATION:

HARVEY DAVIS
MARTHA McCORMICK
EUGENE HENNING
FERN GREEN
T. FRANK COULTER

ATHLETICS:

W. N. COLLINS
EDWARD LEMON
H. C. CHAMBERLAIN
FERN CLAYCOMB
NORMAN J. RANUM

FORENSICS:

FERN GREEN
HARVEY DAVIS
P. W. BARKER

LIBRARY:

EDITH GORMAN
EDWIN McREYNOLDS
PAUL R. STEVICK

SCHOLARSHIP:

EUGENE HENNING
EDNA DRUMMOND
MARTHA McCORMICK

SECRETARY TO FACULTY:

EDITH GORMAN

The President and the Dean are members ex-officio of
all Committees.

The Joplin Junior College opened September 6, 1938, in its own building at Fourth and Byers Avenue. It is located on a grassy lawn, and the beautiful elm trees which surround the building add much in appearance and comfort. The rooms are large and well-lighted, and the halls and stairways wide and commodious. The laboratories are well-equipped with modern fixtures and apparatus. The auditorium-gymnasium is beautifully decorated and lighted, and has a completely equipped stage for public entertainment.

There are large rooms in the basement for auto mechanics, carpentry, electricity, engineering drawing, art and teacher-training. On the second floor are five recitation rooms besides the auditorium, library and office. Fully-equipped rooms for science, accounting, secretarial work, mathematics, foreign languages and English are provided on the third floor.

The library has over 6,500 volumes. The books have been carefully selected, and are, for the most part, of present value for reference in the different departments of college study, thus making a working library of exceptional value. A card catalogue arranged by author, title, and subject, makes the resources of the library easily available. The current issue of forty leading magazines and scientific journals, as well as several cosmopolitan newspapers, are received regularly, and placed in the reading room before they are filed for reference. During the college year the Library is open from 8 A. M. to 4:45 P. M. General reference books, books reserved for classes, general periodicals, and certain other groups of books are to be consulted only in the reading-room. Books not specially reserved may be drawn for home use for one week.

The Library fines are as follows: (a) Two cents a day for each school day that a week-book is overdrawn. (b) Five cents an hour for each overnight book that is not returned at specified hour and is overdue. (c) Books that are lost or mutilated must be paid for in full.

The college is easily reached from all parts of town and is near bus terminals, making it accessible to those coming from other communities.

PURPOSE

The purpose and aim of the Joplin Junior College is threefold in its nature.

The first aim is to meet the needs of those students who confidently expect to continue their education in a higher institution of learning, to prepare for some profession or continue their study in the general fields of learning for their own personal satisfaction.

The second aim is to introduce the students to the demands of some particular vocation in life and give as much training toward proficiency in that vocation as can reasonably be done in two-years' time. There are many occupations in life that can be called semi-professional. For such occupations the Junior College offers preparation. Many of the curricula offered have been outlined with this purpose in mind.

The third aim is to give its students two years of general cultural training, to make of them better citizens by having contact with the culture of the race, by living and acting in a group of their own age and experience, seeking truth and practicing it.

Good citizens require development in mind, soul and body. The various activities of the college are planned to give students such development. School is not only a preparation for life, but is life.

ACCREDITING RELATIONS

Joplin Junior College has been placed on the list of junior colleges fully accredited by the University of Missouri. Other colleges and universities in Missouri and other states have accepted credits without question. If the work taken by the students is chosen with care and if the grades made are satisfactory, there will be no difficulty in transferring to a senior college or university with the proper advanced standing.

Joplin Junior College is a member of the American Association of Junior Colleges, which entitles the college to representation at the Annual Meeting of the Association.

ADMISSION

Regular Students. Students are eligible for admission who have completed at least fifteen units of work in a high school accredited by the North Central Association or the University of Missouri. Transcripts must be on file with the registrar before the student enrolls.

For admission to the Arts and Science Course and Teacher-Training Course eleven of these units should be from the English, Mathematics, Social Studies, Science, Foreign Language or Psychology groups.

For admission to Pre-Engineering courses prospective students should present at least $1\frac{1}{2}$ units of Algebra and Plane Geometry, included in requirements for the Arts and Science.

For admission to Terminal Courses a transcript of record showing graduation from an accredited high school is required.

Since the entrance regulations for the various senior colleges are not always the same, the above requirements, while providing entrance to the junior college, may not meet the requirements of a particular senior college, university, or special school that the student plans to enter later. High school students should choose their electives to meet these requirements. Students enrolling in the Junior College, should also keep these special requirements in mind in selecting studies.

Deficiencies may be removed in three ways: (1) by examination, (2) by taking an equivalent course in college, or (3) by taking the course in an approved high school. Three semester hours of college work will remove one unit of entrance deficiency.

Special Students. The Junior College will admit as special students: (1) those who are unable by reason of regular employment or otherwise to carry the minimum load of twelve hours required

of regular students, (2) mature men or women who have not been graduated from an accredited high school but are able through maturity and experience to carry certain courses in college. A special student will be expected to attend classes, take regular examinations, and meet the same requirements as regular students.

A special student who wishes later to become a candidate for graduation will be required to meet the entrance requirements by examination or by such other methods as he finds possible.

FRESHMAN TESTS

Every freshman is required to take aptitude and achievement tests intended to aid him in selecting courses suited to his individual needs. Vocational interest tests and other measures are offered at intervals throughout the student's residence in the college.

ADVANCED STANDING

Students may present credits received from any accredited college or university for advanced standing in the Junior College. Full credit is allowed for satisfactory work completed in any other college of like standing.

REGISTRATION

All students in attendance are asked to enroll before the close of school each year. This will apply also to seniors in the Joplin Senior High School who intend to enter Junior College in the fall, following graduation. Registration will begin during the week previous to the opening of school in September and January. Registration for the 1942-'43 school year will be completed September 2 to September 8, 1942, and January 18, 1943.

A charge of \$1.00 will be made for registration later than the first week of each semester.

FEES, TUITION AND RENTALS

All statements as to fees, tuition and rentals contained in this catalog are by way of announcement only for the school year covered by this catalog, and are not to be regarded as offers to contract on the basis of those statements, inasmuch as the Junior College expressly reserves the right to change any and all fees and other charges at any time without notice being given in advance of such a change.

Time of Payment of Fees, Tuition and Rentals. All fees, tuition and rentals must be paid in full at the time of registration at the opening of each semester as a condition of admission to classes. Registration is not complete until all charges are paid.

Tuition. Tuition is free to all students under 20 years of age who are residents of The School District of Joplin.

Non-Residents or Students 20 Years of Age and Over. Students who are non-residents of Joplin, or students who are 20 years of age and over, are required to pay a tuition fee of twenty dollars (\$20.00) per semester. For eight hours or less the tuition will be charged at the rate of \$1.50 per hour.

Matriculation Fee. A five dollar (\$5.00) matriculation fee is charged all students and is payable at the time they enroll in the Junior College for the first time.

Incidental Fee. All students in the Joplin Junior College are required to pay an incidental fee of twelve dollars (\$12.00) per semester. This fee includes all expense required in every course, except breakage in laboratory courses, tuition charges, and rentals on books and locks. Students who are permitted to carry work leading to credit of from five to eight hours during the semester will be admitted on payment of an incidental fee of eight dollars (\$8.00) per semester. Students enrolled for credit of four hours or less for the semester will be admitted on payment of an incidental fee of five dollars (\$5.00).

Students leaving school and dropping classes for which they have paid fees, prior to the close of the first four weeks, will receive refunds in accordance with the following schedule: First and second weeks, 80%; third and fourth weeks, 50%. After the expiration of the fourth week, no refunds will be made.

Textbooks and Lock Rental Fee. All textbooks and locks are owned by the school and are rented to the students. A deposit of eight dollars (\$8.00) is required, of which amount three dollars (\$3.00) will be returned when all books and locks are returned by the student.

Book rentals for part-time students will be as follows: From five to eight hours inclusive the deposit will be six dollars (\$6.00) per semester with a refund of two dollars (\$2.00). For four hours or less the deposit will be four dollars (\$4.00) with a refund of one dollar (\$1.00).

Rental deposits will be refunded throughout the first two weeks of each semester if the course has been changed or dropped with the permission of the Dean. After the first two weeks no refunds will be made.

Applied Music Fee. A fee of twenty-five dollars (\$25.00) per semester will be made and must be paid at the Junior College office at the time of enrollment.

Laboratory Breakage Fee. A deposit of one dollar (\$1.00) for breakage is charged for all laboratory courses in chemistry. Any unused portion will be refunded at the close of the semester. Should the amount of breakage exceed the deposit, an extra dollar (\$1.00) must be deposited.

Fee for Late Registration. Every student who makes known his desire to enroll after the close of the first week of each semester, must pay a fee of \$1.00 for late registration in addition to his other fees.

Fee for Change in Program. A fee of fifty cents (50c) must be paid for each petition to change a course after the first week of the semester.

Examination Fee. Students absent from a periodic or term examination may be given a special examination at the time set by the

instructor upon the payment of fifty cents (50c) in advance, provided the absence is excused.

Transcript Fee. A fee of fifty cents (50c) is charged for a duplicate transcript of credits.

SCHOLARSHIPS

The Junior College offers a scholarship to the high ranking high school graduates. The scholarship covers the tuition for one year and may be awarded to a student in the highest one-tenth of the current graduating class. Only one scholarship may be granted each high school. This award should be made by the respective high school at its commencement exercises and the name of the recipient sent to the Dean of the college.

REGULATIONS, GRADES AND DEGREES

Amount of Work Permitted

During the war emergency eighteen hours of work in addition to physical training will be permitted in the fall and winter semesters and twelve hours in the summer session for students who wish to complete their work by attending both summer and winter. Students carrying their work in the regular way by attending only fall and winter sessions, are permitted to carry sixteen hours exclusive of physical training, which is required of all students. Sophomores may not carry more except by special permission granted by the Dean of the school. Regular students are not permitted to carry less than twelve hours, except by special arrangement. Such permission is given only to those regularly employed in part-time positions. Employed persons wishing to carry courses of study in the college may enroll as special students.

Major-Minor

It is the practice of the University of Missouri and of many other colleges and universities to require students to complete for graduation a major of at least 24 hours and a minor of at least 18 hours.

All students who intend to complete their work for a degree in some higher institution of learning should notify the Dean of their intention before the end of the freshman year and be assigned to particular advisors. These advisors will help students to plan their courses so as to meet the special requirements of the particular schools which they expect to enter.

Requirements for Graduation

Candidates for graduation from the Joplin Junior College are required to complete 64 credit hours, together with 64 honor points including physical training. Four of these hours are allowed for physical education, which is required of all students.

Honor Points

Honor points are calculated as follows:

| | |
|--------------------------|---------------------------|
| E equals excellent | 3 honor points per credit |
| S equals superior | 2 honor points per credit |
| M equals medium | 1 honor point per credit |
| I equals inferior | 0 honor points per credit |

Exceptions to the honor-point requirement will be made only after full consideration by the Scholarship Committee.

Although a student may thus maintain only an average of I and remain in College, a student with such a record cannot be considered for graduation.

Degrees and Diplomas

The Associate in Arts degree will be awarded to those meeting the above requirements in the Arts and Science curriculum, which includes the Pre-Law, Pre-Medical and Pre-Journalism curricula.

The Associate in Science degree will be awarded to those meeting the requirements in the Pre-Engineering curriculum.

The Associate in Education degree will be awarded to those meeting the requirements in the Teacher-Training curriculum.

The Associate in Music degree will be awarded to those students who complete the two-year course in Piano, Violin, Cello, or Public School Music.

In terminal curricula the diploma will be a certificate showing the completion of two-years' work required in preparation for definite work in a vocation.

The Two-Year State Certificate, permitting the holder to teach in the elementary or rural schools of Missouri, will be granted by the Missouri State Department of Education to all graduates who complete the prescribed course.

CHANGES IN PROGRAM

No student may withdraw from a course or from the College without the permission of the Dean of the College.

If a student withdraws from a course after the first six weeks of the semester without such permission, he shall receive a grade of F for the course. This F becomes a part of the student's permanent transcript.

If a student withdraws from a course before the end of the third week of the semester with the permission of the Dean of the College, he shall be given a W (withdrawal) in the course.

The student must present the withdrawal permit to the instructor concerned, immediately, or a grade of F will be reported.

No student may withdraw from a course after the third week and receive a W, if his grade in that course is F.

STUDENT CONDUCT

Junior College students are considered as having reached the age of responsibility and discretion. Their conduct, both in school and out, is expected to be dignified and honorable. They must realize from the first that the responsibility for their success in college work rests largely with themselves. The rules of this College are the rules of good behavior.

The Junior College must demand of its students the same degree of personal responsibility as do the higher institutions of learning which they are preparing to enter. Students are allowed all the freedom generally accorded college students in so far as such freedom is consistent with the interests of the College. All appropriate

means are used to develop and confirm in the students a higher sense of personal honor and regard for the truth as representing the foundation for good conduct. A few plain and reasonable rules are prescribed, and each student is expected to abide by them. In observing these regulations, the conduct of a lady or gentleman is the standard to which everyone is expected to conform. The student's sense of honor is the main reliance, and his word of honor will go far in the matters touching his personal conduct. Misconduct, of course, makes the student liable for disciplinary action.

ATTENDANCE REGULATIONS

Regular attendance in all classes is required and irregular attendance is held as sufficient cause for failure in any course. Since an absence means the loss of work which he may find very difficult to make up, the student must realize that his class standing usually suffers as a result of absences; and he must not interpret even an excused absence as meaning that his grade will not suffer nor that he is relieved from making up the work lost. The student is held responsible to the instructors for the classwork lost through absences.

Application for an excused absence is made immediately to the Dean of Men or Dean of Women. No 'cuts' are granted, but absences for acceptable reasons may be excused up to the number of credits that a course carries. Illness or death in the family are interpreted as acceptable reasons. Absences for other reasons, such as work or trips, are subject to the decision of the Scholarship Committee and depend upon the quality of the student's classwork and the frequency of his absences. In order to insure that such an absence will be excused, the student must make arrangements in advance of the absence with the Dean of Men or Dean of Women or with the instructors. Failure to follow this procedure may result in an unexcused absence. Unexcused or excessive absences result in a reduction of credit, the amount of which is determined by the Scholarship Committee in consultation with the instructors.

Appointment with the doctor or dentist must be arranged outside school hours.

Absence on days preceding or following a holiday are counted as double absences.

Any student whose total number of absences in any course is equal to one-sixth of the total recitation meetings of that course will not be allowed to take the final examination in that course and will be given a failing grade.

Three tardies constitute an unexcused absence, but if as much as one-half of the recitation period is missed, that tardy is equal to one absence.

Students absent from periodic or term examinations may be given a special examination at the time set by the instructor upon the payment of fifty cents in advance, provided the absence is excused. Otherwise the grade is F.

Late enrollment beyond the first week of a semester reduces the credit according to the above schedule.

SYSTEM OF GRADING

The grades given for work in the Junior College are as follows:

E means that the individual is one of the few most excellent students. S means that the student ranks among those who are superior. The mark of M means that the student ranks among the students of medium or average ability. The mark of I means that the student is below the average. The mark of F means that the student has failed to meet the minimum requirements of the course. W means withdrawal from the course, with the permission of the Dean.

A student may be reported incomplete (Inc.) if some portion of his work remains unfinished. To secure credit, this work must be completed within two weeks; otherwise the recorded mark will be F.

GRADE REPORTS

Written reports of grades for students are sent to parents or guardians at the end of each mid-semester.

Final examinations are held in all subjects at the end of each semester, at which time complete reports are sent to parents or guardians.

SEMESTER HOUR

A semester hour of credit represents one hour of recitation or lecture, or two hours of laboratory a week for a period of 18 weeks.

GENERAL RULES

It is very important that students should learn to be on time at all classes and at all meetings of whatever sort—Orchestra, Glee Club, class play, assembly and others. Irregularity in attendance at group meetings will soon destroy the interest of the individual and that of the groups. Irregular students usually fail to be successful and always retard work of the group.

To be eligible for participation in contests for the school, students must be doing passing work in at least 10 hours.

Students to be eligible for athletics must have passed in at least 9 hours' work in the preceding semester in school.

If any student in any nine-weeks' period makes two F's he must report to the Scholarship Committee.

Students should plan their time so as to give at least two hours of preparation to each hour recitation.

Students who withdraw from Junior College without being formally dismissed from the institution, may not be recommended to other colleges.

Students withdrawing without paying all required fees, rentals, etc., may not be recommended to other colleges until all obligations are cleared.

CURRICULA

In the Arts and Science Curriculum are found the courses that are accepted for credit in the first and second year at the University of Missouri, and in most of the colleges and universities throughout the country.

The following are the minimum requirements:

1. The candidate must have been regularly admitted to the college.
2. He must complete the following required courses, and electives selected from the following list sufficient to make the total number of hours required:
 - a. English Composition and Rhetoric—6 hours.
 - b. Fifteen hours in one foreign language. If a student presents for admission two units in a single foreign language and continues with that language in college, he will be excused from the first five hours of this requirement.
 - c. Three hours of Mathematics or Logic unless three units of Mathematics have been presented for admission.
 - d. Five hours of physical science (Chemistry or Physics) unless two units of these have been presented for admission.
 - e. Five hours of a biological science (Botany or Zoology) unless two units of these have been presented for admission.
 - f. Five hours in at least two of the social studies (Economics, Geography, History, Political Science, Sociology).
 - g. Three hours in at least two of the humanistic studies Literature, English Masterpieces, Philosophy, the Fine Arts).
 - h. Physical Education. Two years.
 - i. A sufficient number of hours to complete the 64-hour requirement. These should be selected from those listed below under the Arts and Science Curriculum.

Suggested Curricula may be found below to meet the requirements for pre-law, pre-medicine, pre-engineering, pre-journalism, pre-business, and public administration.

Terminal two-year curricula are also offered for those who do not seek college credit. Terminal Courses in Vocational Education are open to special students who have not completed the required high school curriculum. Subjects taken in these curricula may or may not be given credit in various colleges, should a student later seek admission.

ARTS AND SCIENCE CURRICULUM

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| Foreign Language — Spanish, French or German | 5 | Foreign Language — Spanish, French or German | 5 |
| History (1) | 3 | History (2) | 3 |
| History (3) | 3 | History (4) | 3 |
| College Algebra (1) | 5 | American History (5) | 5 |
| College Algebra and Trigonometry (3) | 5 | Analytic Geometry (4) | 5 |
| | | Trigonometry (2) | 2 |

| | | | |
|-------------------------------------|---|--------------------------------------|--------|
| General Zoology (1) | 5 | Introduction to Mathematics | |
| General Inorganic Chemistry (1) .. | 5 | of Finance (8) | 5 |
| Fundamentals of Speech (5) | 2 | General Botany (2) | 5 |
| English Masterpieces (3) | 2 | General Inorganic Chemistry | |
| General Psychology (1) | 3 | (2) | 3 or 5 |
| Educational Psychology (2) | 3 | General Psychology (1) | 3 |
| Introduction to Geography (1) | 3 | Educational Psychology (2) | 3 |
| Art Survey (1) | 3 | Fundamentals of Speech (5) | 2 |
| Introduction to Music I (1) | 3 | English Masterpieces (4) | 2 |
| Life and Literature of the Old | | Art—Composition I (2) or | |
| Testament (50) | 3 | Drawing I (5) | 3 |
| Elementary Logic (1) | 3 | Introduction to Music II (2) | 3 |
| Hygiene (3) | 2 | Life and Literature of the New | |
| | | Testament (60) | 3 |
| | | Introduction to Philosophy (2) | 3 |
| | | Introduction to Geography (1) | 3 |
| | | Hygiene (3) | 2 |
| | | Literary Interpretation (17) | 3 |
| Physical Education | R | Physical Education | R |

SECOND YEAR

| | Hrs. | | Hrs. |
|-------------------------------------|--------|-------------------------------------|--------|
| English Life and Literature (11) .. | 3 | English Life and Literature (12) .. | 3 |
| Elementary College Physics (1) | 5 | Elementary College Physics (2) | 3 |
| General College Physics (3) | 5 | General College Physics (4) | 5 |
| Economics (8) | 5 | Government of the United | |
| Foreign Language — Spanish, | | States (11) | 5 |
| French or German | 3 or 5 | Foreign Language — Spanish, | |
| Differential Calculus (5) | 5 | French or German | 3 or 5 |
| Public Speaking (15) | 3 | Integral Calculus (6) | 5 |
| Qualitative Analysis (3) | 3 | Argumentation (16) | 3 |
| Comparative Anatomy of | | Quantitative Analysis (4) | 3 |
| Vertebrates (4) | 5 | Bacteriology (6) | 3 |
| Educational Psychology (2) | 3 | Economic Geography (2) | 2 |
| Introduction to Geography (1) | 3 | Educational Psychology (2) | 3 |
| Art — Composition II (3) | 3 | Art — Composition III (4) | 3 |
| Drawing II (6) | 3 | Drawing III (7) | 3 |
| Elementary Harmony (11) | 3 | Advanced Harmony (12) | 3 |
| Musical Literature I (13) | 2 | Musical Literature II (14) | 2 |
| History of England (7) | 3 | History of England (7) | 3 |
| Contemporary Europe (6) | 3 | Contemporary Europe (6) | 3 |
| Physical Education | R | Physical Education | R |
| Total hours per semester | | 16 | |

PRE-BUSINESS AND PUBLIC ADMINISTRATION CURRICULUM

The aim of this course is to meet the college requirements so that students who have completed the two years of work in the Junior College may enter the junior year of college work.

FIRST YEAR

| | Hrs. | | Hrs. |
|------------------------------------|------|----------------------------------|------|
| English Composition and | | English Composition and | |
| Rhetoric (1) | 3 | Rhetoric (2) | 3 |
| General Inorganic Chemistry (1) .. | 5 | General Botany (2) or General | |
| College Algebra (1) | 5 | Zoology (1) or General | |
| *Accounting (1) | 3 | Inorganic Chemistry (2) | 5 |
| Physical Education | R | Trigonometry (2) | 2 |
| | | *Accounting (2) | 3 |
| | | Physical Education | R |
| Electives: | | Electives: | |
| Foreign Language — Spanish, | | Foreign Language — Spanish, | |
| French or German | 5 | French or German | 5 |
| Fundamentals of Speech (5) | 2 | Fundamentals of Speech (5) | 2 |
| College Algebra and | | History (2) or American | |
| Trigonometry (3) | 5 | | |

History (1) 3 History (5) 3 or 5
 *Not offered for credit in Senior College. Required unless one year of Account-
 ing in high school is presented for entrance.

SECOND YEAR

| | Hrs. | | Hrs. |
|-------------------------------------|------|-------------------------------------|------|
| English Life and Literature (11) .. | 3 | English Life and Literature (12) .. | 3 |
| Economics (8) | 5 | Government of the United | |
| Public Speaking (15) | 3 | States (11) | 5 |
| Accounting (11) | 3 | General Sociology (1) | 3 |
| Introduction to Mathematics | | Accounting (12) | 3 |
| of Finance (8) | 3 | Economic Geography (2) | 2 |
| Physical Education | R | Physical Education | R |
| Electives: | | | |
| Foreign Language — Spanish, | | | |
| French or German | | | |
| 3 or 5 | | | |
| General Psychology (1) | 3 | Elementary College Physics (2) | 3 |
| Elementary College Physics (1) | 5 | Introduction to Mathematics | |
| Total Hours per semester | | | |
| 16 | | | |

PRE-ENGINEERING CURRICULUM

This curriculum is designed to meet the requirements of the students expect-
 ing to enter a field of engineering. The work of the first year is all re-
 quired. In the second year, provision is made for the selection of courses
 needed for a particular field.

FIRST YEAR

| Common to all Engineering Curricula: | | | |
|--------------------------------------|------|--------------------------------|--------|
| | Hrs. | | Hrs. |
| College Algebra and | | Analytic Geometry (4) | 5 |
| Trigonometry (3) | 5 | General Inorganic | |
| General Inorganic Chemistry (1) .. | 5 | Chemistry (2) | 3 or 5 |
| English Composition | | English Composition | |
| and Rhetoric (1) | 3 | and Rhetoric (2) | 3 |
| Engineering Drawing I (1) | 3 | Descriptive Geometry (2) | 3 |
| Physical Education | R | Physical Education | R |

SECOND YEAR

| | Hrs. | | Hrs. |
|-----------------------------------|------|-----------------------------------|------|
| Differential Calculus (5) | 5 | Integral Calculus (6) | 5 |
| General College Physics (3) | 5 | General College Physics (4) | 5 |
| Economics (8) | 5 | Public Speaking (15) | 3 |
| Physical Education | R | Physical Education | R |
| Electives: | | | |
| Qualitative Analysis (3) | 3 | Quantitative Analysis (4) | 5 |
| Foreign Language — Spanish, | | Foreign Language — Spanish, | |
| French or German | 5 | French or German | 5 |
| Engineering Drawing II (3) | 3 | Welding | 3 |
| Machine Shop | 3 | Elem. Organic Chemistry (5) | 5 |
| Total hours per semester | | | |
| 16 | | | |

PRE-JOURNALISM CURRICULUM

The aim of this course is to meet requirements specified by schools of
 journalism as preparation for upper classmen courses. It embraces subjects
 required in the Arts and Science curriculum, plus those which are more spec-
 ifically allied to a course in journalism proper.

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| Foreign Language — Spanish, French or German | 5 | Foreign Language — Spanish, French or German | 5 |
| General Zoology (1) or General Inorganic Chemistry (1) | 5 | History (electives) | 6 |
| *College Algebra (1) | 5 | English Masterpieces (3) | 2 |
| or | | | |
| Fundamentals of Speech (5) | 2 | | |
| Physical Education | R | Physical Education | R |

SECOND YEAR

| | Hrs. | | Hrs. |
|---|------|--|------|
| English Life and Literature (11) .. | 3 | English Life and Literature (12) .. | 3 |
| Economics (8) | 5 | Government of the United States (11) | 5 |
| General Psychology (1) | 3 | General Sociology (1) | 3 |
| American History (5) | 5 | General Inorganic Chemistry (1) or General Botany (2) | 5 |
| Physical Education | R | Physical Education | R |
| *Unless on entrance 3 units of high school mathematics have been presented. | | | |
| Total hours per semester | | 16 | |

PRE-LAW CURRICULUM

Students who plan to enter schools of law will have to spend a minimum of three years in Arts and Science work before they may be admitted to a law school. The following curriculum for the first two years of preparatory Arts and Science work is designed to meet the pre-law requirements of law schools in the Middle West and includes in addition courses necessary for graduation from the junior college.

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| Foreign Language or Science | 5 | Foreign Language or Science | 5 |
| History (1) | 3 | History (2) | 3 |
| Elementary Logic (1) | 3 | English Masterpieces (3) | 2 |
| Fundamentals of Speech (5) | 2 | Electives | 3 |
| Physical Education | R | Physical Education | R |

SECOND YEAR

| | Hrs. | | Hrs. |
|--------------------------------|------|--|------|
| American History (5) | 5 | Government of the United States (11) | 5 |
| Economics (8) | 5 | General Sociology (1) | 3 |
| Public Speaking (15) | 3 | Argumentation (16) | 3 |
| General Psychology (1) | 3 | Science | 5 |
| Physical Education | R | Physical Education | R |
| Total hours per semester | 16 | | |

PRE-MEDICAL CURRICULUM

The purpose of this curriculum is to provide for pre-medical students certain basic subject requirements which have been adopted by the American Medical Association. The science courses offered also meet the requirements for pre-dental, per-nursing, and laboratory technicians.

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| General Inorganic Chemistry (1) .. | 5 | General Inorganic Chemistry (2) | 5 |
| General Zoology (1) | 5 | General Botany (2) | 5 |
| College Algebra (1) | 3 | Trigonometry (2) | 2 |
| Physical Education | R | Physical Education | R |

SECOND YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| Qualitative Analysis (3) | 3 | Quantitative Analysis (4) | 5 |
| Elementary College Physics (1) | 5 | *Foreign Language — French or German | 5 |
| *Foreign Language — French or German | 5 | Elementary College Physics (2) | 3 |
| History (elective) | 3 | Elective | 3 |
| Physical Education | R | Physical Education | R |

Electives:

| | Hrs. |
|---|------|
| Economics (8) | 5 |
| Gov't of United States (11) | 5 |
| Physiology (5) | 3 |
| Public Speaking (15) | 3 |
| General Sociology (1) | 3 |
| Comparative Anatomy of Vertebrates (14) | 5 |
| Elem. Organic Chemistry (5) | 5 |
| *If not taken in high school. | |

APPLIED MUSIC CURRICULUM (Terminal)

For the completion of the applied music curriculum the student is required to offer one hour per semester in some form of applied music. For those students who wish to begin a major or minor in music and any who desire to improve their ability as a performer, the college offers the following courses in applied music.

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| Foreign Language — Spanish, French or German | 5 | Foreign Language — Spanish, French or German | 5 |
| Introduction to Music I (1) | 3 | Introduction to Music II (2) | 3 |
| Music Major; Piano, Violin, Voice .. | 1 | Music Major: Piano, Violin, Voice .. | 1 |
| English Masterpieces (3) | 2 | English Masterpieces (4) | 2 |
| Physical Education | R | Physical Education | R |

Electives:

| | |
|-----------------|---|
| Orchestra | 1 |
|-----------------|---|

Electives:

| | |
|--------------|---|
| Chorus | 1 |
|--------------|---|

SECOND YEAR

| | Hrs. | | Hrs. |
|--|--------|--|--------|
| Music Major: Piano, Violin, Voice .. | 1 | Music Major: Piano, Violin, Voice .. | 1 |
| Elementary Harmony (11) | 3 | Advanced Harmony (12) | 3 |
| Music Literature I (13) | 2 | Music Literature II (14) | 2 |
| Foreign Language — Spanish, French or German | 3 or 5 | Foreign Language — Spanish, French or German | 3 or 5 |
| English Life and Literature (11) | 3 | English Life and Literature (12) .. | 3 |
| Physical Education | R | Physical Education | R |

Electives:

| | |
|-----------------|---|
| Orchestra | 1 |
|-----------------|---|

Electives:

| | |
|--------------|---|
| Chorus | 1 |
|--------------|---|

Total hours per semester 16

TEACHER-TRAINING CURRICULUM

The aim of this department is to give special training in the fundamentals of teaching in the elementary schools. Emphasis is given to the rural school phase. Students who meet the requirements of the course are eligible for the two-year elementary certificate which licenses the holder to teach for two years in the elementary schools of Missouri. The certificate may be renewed on the completion of six additional college hours' credit earned during the life of the certificate.

FIRST YEAR

| | Hrs. | | Hrs. |
|--|--------|---|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| General Psychology (1) | 3 | Educational Psychology (2) | 3 |
| History (1) or (3) | 3 | American History (5) | 5 |
| Hygiene (3) | 2 | General Botany (2) | 5 |
| Elementary School Organization and Management (5) | 3 | | |
| Public School Music (5) or Art Survey (1) | 2 or 3 | | |
| Physical Education | R | Physical Education | R |

SECOND YEAR

| | Hrs. | | Hrs. |
|-------------------------------------|--------|---------------------------------------|------|
| English Life and Literature (11) .. | 3 | Children's Literature (13) | 2 |
| Technique of Teaching in the | | Observation and Practice Teaching | |
| Elementary Schools (11) | 3 | in the Elementary Schools (16) .. | 3 |
| Public School Music (5) or | | Government of the | |
| Art Survey (1) | 2 or 3 | United States (11) | 5 |
| Physical Education | R | Teaching of Arithmetic in the | |
| Electives: | | Elementary Schools (12) | 2 |
| History (2) or (4) | 3 | Physical Education | R |
| Introduction to Geography (1) | 3 | Electives: | |
| Science | 5 | English Life and Literature (12) | 3 |
| Fundamentals of Speech (5) | 2 | English Masterpieces (4) | 2 |
| | | General Sociology (1) | 3 |
| | | Art — Composition I (2) or | |
| | | Drawing I (5) | 3 |

Total hours per semester 16

This curriculum meets the requirements of the State Superintendent for a Two-Year Elementary Teacher's Certificate.

AUTOMOBILE MECHANICS CURRICULUM (Terminal)

This course aims to provide the training required of a competent automobile repair man. The instruction consists of shopwork and lectures. Manufacturers' manuals are, also, used in work practice. The course covers the entire field of automobile maintenance and repair, including engines, motor analyzing, chassis, carburetors, starting, lighting, ignition systems, and safety maintenance, with full attention to both theory and practical work in the shop.

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| Related Mathematics and and Drawing (5) | 5 | Related Mathematics and and Drawing (5) | 5 |
| Shop Work | 7½ | Shop Work | 7½ |
| | | Elective | 3 |
| Physical Education | R | Physical Education | R |

SECOND YEAR

| | Hrs. | | Hrs. |
|--------------------------------------|------|--------------------------------------|------|
| Elementary College Physics (1) | 5 | Elementary College Physics (2) | 3 |
| General Sociology (1) | 3 | Gov. of the United States (11) | 5 |
| Shop Work | 7½ | Shop Work | 7½ |
| Physical Education | R | Physical Education | R |
| Total hours per semester | | 16 | |

CARPENTRY CURRICULUM (Terminal)

This course is planned to give students training in the work of carpenter and joiner. Much of the work is done in the shop, where many projects are carried on for the schools — as the making of tables, bookcases, type-writing tables, music stands, stage scenery or other furniture needed in the schools. Students are also instructed in reading blue prints, in framing houses, flooring, shingling, etc.

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| Related Mathematics and Drawing (5) | 5 | Business Arithmetic (7) | 3 |
| Shop Work | 7½ | Related Mathematics and Drawing (5) | 5 |
| Physical Education | R | Shop Work | 7½ |
| | | Physical Education | R |

SECOND YEAR

| | Hrs. | | Hrs. |
|--------------------------------|------|---------------------------------------|------|
| Home Planning (6) | 3 | Gov't of the United States (11) | 5 |
| Economics (8) | 5 | Building Estimating (3) | 3 |
| Shop Work | 7½ | Shop Work | 7½ |
| Physical Education | R | Physical Education | R |
| Total hours per semester | | 16 | |

SHEET METAL CURRICULUM (Terminal)

Industrial changes in the last few years have created a need for sheet metal for roofing, siding on buildings, various types of conveyors, dust collectors, and exhaust systems. Modern architecture is using large amounts of enameled porcelain and stainless steel, in such places as restaurants, store fronts and metal signs. There still is a need for sheet metal work around the home for such things as gables, guttering, roofing and furnishings. The same is true for the farm. The air conditioning industry alone has created a demand for sheet metal mechanics. Heating units require sizings and housings of sheet metal. Air ducts are made of sheet metal. In every one of these cases the installation presents unique individual problems which require a mechanic capable of laying out, fabricating and installing a neat and efficient heating or ventilating system.

It is the aim of the two-year course to prepare students for a successful advent in the sheet metal field, with a background of practical training readily adaptable to varying shop methods.

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| Related Mathematics and Drawing (5) | 5 | Related Mathematics and Drawing (5) | 5 |
| Shop Work | 7½ | Shop Work | 7½ |

SECOND YEAR

| | Hrs. | | Hrs. |
|-------------------------------------|------|--------------------------------------|------|
| General Sociology (1) | 3 | Economics (8) | 8 |
| Elementary College Physics (1) | 5 | Elementary College Physics (2) | 3 |
| Shop Work | 7½ | Shop Work | 7½ |

WELDING CURRICULUM (Terminal)

Welding has become a part of several trades in recent years. Owners of garages, auto body repair shops, electric shops, plumbing shops, machine shops and general repair shops of all kinds keep adding welding sets to their shop equipment. Students who pursue general mechanical and electrical courses are urged to take some instruction in welding.

ONE YEAR ONLY

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| Mathematics and Drawing | 5 | Mathematics and Drawing | 5 |
| Shop Work | 7½ | Shop Work | 7½ |

MACHINE SHOP CURRICULUM (Terminal)

This course aims to provide a thorough background training that is required for one to become an all-around machinist. Instruction consists of shop work and lectures. Students will work from drawings and blue-prints throughout the course.

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| Drawing and Mathematics | 5 | Drawing and Mathematics | 5 |
| Shop Work | 7½ | Shop Work | 7½ |

SECOND YEAR

| | Hrs. | | Hrs. |
|-----------------------------------|------|--|------|
| General Sociology (1) | 3 | Economics (8) or Gov't of the United States (11) | 8 |
| Elementary College Physics (1) .. | 5 | Elementary College Physics (2) | 3 |
| Shop Work | 7½ | Shop Work | 7½ |

PRE-ELECTRICAL and RADIO ENGINEERING CURRICULUM

The essence of the herein described course in radio is essentially the same as would be pursued in any standard electrical engineering college the first two years, with the exception of our course of Shop Radio. This course is planned to give the prospective Radio Engineering student a thorough grounding in the fundamentals of radio, both practical and theoretical, the first year. The second year's work consists of special assignments from a practical standpoint and some advanced study. Our laboratory facilities consist of the necessary equipment to enable the student to receive training for radio operator's licenses, both radiotelephone and radiotelegraph.

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| College Algebra (1) | 3 | Analytic Geometry (4) | 4 |
| Trigonometry (2) | 2 | Descriptive Geometry (2) | 2 |
| Engineering Drawing (1) | 3 | Shop - Radio | 3 |
| Shop - Radio | 5 | | |
| Physical Education | R | Physical Education | R |

SECOND YEAR

| | Hrs. | | Hrs. |
|-------------------------------------|------|-------------------------------------|------|
| Differential Calculus (5) | 5 | Integral Calculus (6) | 5 |
| Elementary College Physics (1) | 5 | Elementary College Physics (2) | 3 |
| Shop - Advanced Radio | 5 | Shop - Advanced Radio | 5 |
| Economics (8) | 3 | Public Speaking (15) | 3 |
| Physical Education | R | Physical Education | R |

Note: Students are urged to carry chemistry in the summer term.
Total hours per semester 16

GENERAL BUSINESS CURRICULUM (Terminal)

The aim of this department is to give special training in fundamentals relative to business for those who do not plan to go beyond Junior College. Emphasis is placed on subjects which will equip the student (after some experience has been gained in actual field of business) to advance into positions of responsibility. This curriculum is not given for college credit, but many of the subjects could be so offered.

FIRST YEAR

| | Hrs. | | Hrs. |
|---|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| *Accounting (1) | 3 | *Accounting (2) | 3 |
| Introduction to Business (7) | 2 | Physical Education | R |
| Physical Education | R | | |
| Electives: | | Electives: | |
| Shorthand — Transcription (13) | 3 | Secretarial Typewriting A or B (16 or 17) | 2 |
| Typewriting (5 or 15) | 3 | Shorthand — Dictation (4) | 3 |
| Shorthand (3) | 5 | Advertising (24) | 3 |
| Salesmanship (23) | 3 | Fundamentals of Speech (5) | 2 |
| Fundamentals of Speech (5) | 2 | | |
| Business Arithmetic (7) | 3 | | |

*If one year has not been taken in high school.

SECOND YEAR

| | Hrs. | | Hrs. |
|--|--------|--|------|
| Economics (8) | 5 | Government of the United States (11) | 5 |
| *Accounting (11) | 3 | Accounting (12) | 3 |
| Physical Education | R | Physical Education | R |
| Electives: | | Electives: | |
| Business Organization and Management (25) | 3 | Business Law (30) | 3 |
| Shorthand (13) | 3 | Retailing (27) | 3 |
| Secretarial Typewriting A or B (16 or 17) | 3 or 2 | Introduction to Business (7) | 2 |
| | | Shorthand (14) | 3 |
| | | Secretarial Typewriting A or B (16 or 17) | 2 |
| | | Economic Geography (2) | 2 |

*Required of students majoring in Accounting. A grade of M or better is required in Accounting (1 and 2). Total hours per semester, 16.

SECRETARIAL CURRICULA (Terminal)

In order to give opportunity for students to specialize in distinctly secretarial work, two secretarial curricula are offered, on the completion of which a Secretarial Certificate will be granted.

Secretarial Certificate A will be granted to students who have had two years' high school commerce work or its equivalent. They must be able to pass at the end of the course, a 120-word test on new matter, dictated for five minutes and transcribed with 95 per cent accuracy, and pass a 10 minute typing test at 60 words per minute, with at least 90 per cent accuracy.

SECRETARIAL CERTIFICATE A

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| Business Arithmetic (7) | 3 | English Composition and Rhetoric (2) | 3 |
| English Composition and Rhetoric (1) | 3 | Shorthand (14) | 3 |
| Shorthand (13) | 3 | Secretarial Typewriting A (16) | 2 |
| Introduction to Business (7) | 2 | Physical Education | R |
| Typewriting (15) | 3 | Electives | 8 |
| Physical Education | R | Electives (Business) | |
| Electives | 2 | Accounting (11) (12) | 3 |
| | | Salesmanship (23) | 3 |
| | | Advertising (24) | 3 |

SECOND YEAR

| | Hrs. | | Hrs. |
|----------------------------------|------|--|--------|
| Office Machines (20) | 3 | Secretarial Procedures (21) | 3 |
| Secretarial Typing B (17) | 2 | Business Law (30) | 3 |
| Economics (8) | 5 | General Psychology (1) | 3 |
| Fundamentals of Speech (5) | 2 | Accounting (2) | 3 |
| General Elective | 3 | General Elective | 4 |
| Physical Education | R | Physical Education | R |
| *Accounting (1) | 3 | Economic Geography (2) or Introduction to Geography (1) | 2 or 3 |

*Not required if one year of Bookkeeping has been completed in high school.

Electives:

| | Hrs. |
|--|------|
| Advanced Calculator (28) | 3 |
| Advanced Office Machines (34) | 3 |
| Introduction to Mathematics of Finance (8) | 3 |
| Business Organization and Management (25) | 3 |
| Retailing (27) | 3 |
| Economic Geography (2) | 2 |
| Shorthand (33) | 3 |
| Total hours per semester | 16 |

SECRETARIAL CERTIFICATE B

Secretarial Certificate B will be granted to students who have had no previous training either in high school or business college. At the end of the course they must be able to pass a 100-word test on new matter, dictated for five minutes and transcribed with 95 per cent accuracy, and pass a 10 minute typewriting test at 50 words per minute — at least 90 per cent accurate.

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| Introduction to Business (7) | 2 | Business Arithmetic (7) | 3 |
| Shorthand (3) | 5 | Shorthand (4) | 3 |
| Typewriting (5) | 3 | Typewriting (6) | 3 |
| Accounting (1) | 3 | Accounting (2) | 3 |
| Physical Education | R | Physical Education | R |

Electives:

| | Hrs. |
|------------------------------|------|
| General Psychology (1) | 3 |
| Salesmanship (23) | 3 |
| Advertising (24) | 3 |
| Calculator (28) | 3 |

SECOND YEAR

| | Hrs. | | Hrs. |
|-----------------------------------|------|-------------------------------------|------|
| Shorthand (13) | 3 | Business Law (30) | 3 |
| Typewriting (15) | 3 | Shorthand (14) | 3 |
| Secretarial Procedures (21) | 3 | Secretarial Typewriting A (16) | 2 |
| Economic Geography (2) | 2 | Office Machines (20) | 3 |
| Physical Education | R | Physical Education | R |
| Electives | 5 | Electives | 5 |

Electives:

| | Hrs. |
|--|------|
| Fundamentals of Speech (5) | 2 |
| General Psychology (1) | 3 |
| Salesmanship (23) | 3 |
| Advertising (24) | 3 |
| Economics (8) | 5 |
| Business Organization and Management (25) | 3 |
| Retailing (27) | 3 |
| Shorthand (33) | 3 |
| Advanced Office Machines (34) | 3 |
| Calculator (28) | 3 |
| Total hours per semester | 16 |

MEDICAL SECRETARIAL CURRICULUM (Terminal)

This course combines the necessary secretarial training needed in the office of a physician or dentist, but provides also the various scientific courses that furnish a background of knowledge needed by an efficient doctor's assistant. During the second year the work in accounting, shorthand and typewriting is especially adapted to the needs of the office.

FIRST YEAR

| | Hrs. | | Hrs. |
|---|--------|--|--------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| General Zoology (1) | 5 | General Inorganic Chemistry (1) .. | 5 |
| Shorthand (3) (4) or (13) | 5 or 3 | Shorthand (4) or (14) | 3 |
| Typewriting (5) or (15) | 3 | Typewriting (6) or Secretarial Typewriting (16) A | 3 or 2 |
| Physical Education | R | Hygiene (3) | 2 |
| Electives: | | Physical Education | R |
| English Masterpieces (3) | 2 | | |
| Total hours per semester | 16 | | |

SECOND YEAR

| | Hrs. | | Hrs. |
|----------------------------------|------|--|------|
| Anatomy and Physiology (5) | 3 | Bacteriology (6) | 3 |
| Medical Accounting (26) | 3 | Medical Shorthand (22) | 2 |
| Shorthand (13) | 3 | Medical Typewriting (32) | 2 |
| Typewriting (15) | 2 | Medical Ethics and Office Procedure (7) | 3 |
| General Psychology (1) | 3 | General Sociology (1) | 3 |
| Fundamentals of Speech (5) | 2 | Electives | 3 |
| Physical Education | R | Physical Education | R |
| Total hours per semester | 16 | | |

GENERAL CULTURE CURRICULUM (Terminal)

The purpose of this curriculum is to offer a generous selection of courses from which students planning to take only two years of college work may acquire a fair background of education in a field of his own choosing. In the selection of courses the student will secure the help of a counselor. These courses may be used for credit in Senior college if desired.

FIRST YEAR

| | Hrs. | | Hrs. |
|--|------|--|------|
| English Composition and Rhetoric (1) | 3 | English Composition and Rhetoric (2) | 3 |
| English Masterpieces (3) | 2 | English Masterpieces (4) | 2 |
| History (1) or (3) | 3 | History (1) or (3) | 3 |
| Physical Education | R | Physical Education | R |
| Electives: | | Electives: | |
| Elementary Logic (1) | 3 | Introduction to Philosophy (2) | 3 |
| Foreign Language — Spanish, French or German | 5 | Foreign Language — Spanish, French or German | 5 |
| General Inorganic Chemistry (1) .. | 5 | General Inorganic Chemistry (2) .. | 3 |
| General Zoology (1) | 5 | General Botany (2) | 5 |
| Art Survey (1) | 3 | Art-Composition I (2) or Drawing I (5) | 3 |
| Introduction to Music I | 3 | Introduction to Music II (2) | 3 |
| Fundamentals of Speech (5) | 2 | General Psychology (1) | 3 |
| General Psychology (1) | 3 | Fundamentals of Speech (5) | 2 |

SECOND YEAR

| | Hrs. | | Hrs. |
|---|------|---|------|
| English Life and Literature (11) .. | 3 | English Life and Literature (12) .. | 3 |
| Physical Education | R | Physical Education | R |
| Electives: | | Electives: | |
| Economics (8) | 5 | General Sociology (1) | 3 |
| American History (5) | 5 | Government of the United States (11) | 5 |
| Public Speaking (15) | 3 | Argumentation (16) | 3 |
| Science | 5 | Science | 5 |
| Elementary Harmony (11) | 3 | Advanced Harmony (12) | 3 |
| Music Literature I (1) | 2 | Music Literature II (14) | 2 |
| Art-Composition II (3) or Drawing II (6) | 3 | Art-Composition III (4) or Drawing III (7) | 3 |
| Introduction to Geography (1) | 3 | Theory and Practice of Literary Interpretation (17) | 3 |
| Theory and Practice of Literary Interpretation (17) | 3 | Economic Geography (2) | 2 |
| Education | 5 | Education | 5 |

Total hours per semester 16

STATEMENT OF COURSES

ART

Theory and Practice

Elementary Courses

The purpose of this course is to acquaint the student with the fundamentals of drawing, painting and composition. After a brief survey, student teachers are given special guidance in the field of modern grade school art. Others specialize in their choice of the three above branches, gradually carrying out advanced problems in commercial or fine art.

Art Survey. (1) Fundamental study of the materials and methods of the artist as used creatively. Course for students interested in design, commercial art, teaching, cartooning and fine art. A brief summary of art through the ages is given in conjunction. Credit: Three hours.

Composition I. (2) Prerequisite, Course 1. Elementary training in picture making or the successful combination of drawing and color in interesting pattern. Credit: Three hours.

Composition II. (3) Prerequisite, Course 2. Advanced work in pictorial organization. Credit: Three hours.

Composition III. (4) Prerequisite, Course 3. Mural design or easel painting. Credit: Three hours.

Drawing I. (5) Prerequisite, Course 1. Use of fundamental theory of drawing as found in the creation of geometrical and human form in two dimensions. Credit: Three hours.

Drawing II. (6) Prerequisite, Course 5. Study human form, stressing artistic anatomy. Credit: Three hours.

Drawing III. (7) Prerequisite, Course 6. Advanced study of human form in relation to landscape. Credit: Three hours.

AERONAUTICS

The Private and Restricted Commercial Flying Courses are offered under the supervision of the Civil Aeronautics Administration of the Department of Commerce and are a part of the Civilian Pilot Training program. Upon satisfactory completion of their flight test and concurrent passage of their ground school work with a grade of 70 in each part of the course work and final examination, students are eligible for the corresponding Pilot Certificate. The ground instruction is given at the Junior College, the flight instruction at the air field.

Private Course. (Primary). Follows the C.A.A. Private Course Outline. The ground work includes twenty-four classroom hours of instruction in each of the following subjects: Civil Air Regulations, Meteorology, and Navigation. Requirements for admission to course: Applicants must have passed their nineteenth but not their twenty-sixth birthday; must obtain parents' written consent if under twenty-one; must have completed one year of college work if regularly enrolled in college, or two years if not; and must pass a physical examination. Credit: Four hours.

Restricted Commercial Course. (Secondary). Includes 108 Classroom hours of intensive study of Aerodynamics and Aircraft, Civil Air Regulations, Engines, Instruments, Navigation, Parachutes, and Radio Aids and Facilities. Requirements for admission to course: Applicants must have passed their nineteenth but not their twenty-sixth birthday; must have a currently effective Private Pilot Certificate; must have completed sixty hours of college work; must again pass a physical examination. Credit: Four hours.

AUTO MECHANICS

FIRST YEAR

The shop work for the first year includes the proper use of the hack saw, draw, use of the drill press, thread cutting, micrometer reading, lathe work and acetylene welding.

Many minor repair jobs on automobiles may be done by first-year students when ability is shown. Classroom instruction on fundamental principles is given. Lathe work and welding is demonstrated. Instruction is given on various metals and their use, diagnosing car troubles, and estimating cost of repair. Students are also trained in meeting and adapting themselves to people. Credit: Seven and one-half hours each semester.

SECOND YEAR

Reboring and overhauling motors. fitting different types of pistons, learning how to determine the proper clearance for connecting rods and main bearings in the full pressure oil systems and the splash system. Actual repair

work on clutch and transmission, drive shafts, differentials, brake relining and adjusting. Real projects are done on the metal lathe, thread cutting, inside and out. Soldering and welding on different metals. Credit: Seven and one-half hours each semester.

GENERAL BUSINESS COURSES

Accounting (1 and 2, f and w). Fundamental principles applied to modern business practice, including social security and income tax problems. Comprehensive study of various books of account, special journals as applied to varied forms of business enterprises; preparation of balance sheets and profit and loss statements. Credit: 3-3 hours.

Introduction to Business. (7f) A comprehensive treatment of the business structure as a whole, the factors and forces that contribute to its growth, that influence it and the way in which it functions. A study of types of business, business records, credit instruments, finance, marketing, advertising, the business cycle, and factors that influence and govern business. Credit: Two hours.

Salesmanship. (23f) A study of the fundamental principles that govern all types of selling, including retail selling, wholesale selling, advertising and sales correspondence. This study emphasizes and shows the relationship of the qualities which distinguishes good selling to every aspect of life. It marks out the path for definite and specific training in selling as a vocation. Credit: Three hours.

Advertising. (24w) This study gives to the student of business a broad, yet sufficiently detailed knowledge of advertising principles and procedure. The student of business should know something about this highly important subject. The great volume of paid advertising in America today is exemplified by radio broadcasting, by newspapers and by magazines. This course covers the best of current thought and practice in advertising. Credit: Three hours.

Economics. (8f and w) A study of the influence of economic conditions upon American social, business and political development. Much stress is placed on factors of production, value and price, money and credit, business cycles and many other phases of economic activities. Modern economic problems of present American life, such as deflation, monetary stabilization, relief measures, social security program, and tariff changes are considered. Special emphasis is placed on the study of the present worldwide upheaval due to the struggle between totalitarianism and democracy and its effect on our rapidly changing economic life. Credit: Five hours.

Accounting. (11 and 12, f and w) A knowledge of accounting is useful to practical men in all fields of business, as well as to office assistants and professional accountants. With the growing complexity of business and the ever-increasing problems in management, it becomes essential that everyone who aspires to a position of responsibility, should have a knowledge of the fundamentals of accounting. The course will give the second-year college student a broad conception of accounting principles and practice. Students who have had one year of high school bookkeeping with a grade of M, may take this course in the sophomore year upon special permission of the Instructor. Credit: Three-three hours.

Medical Accounting. (26) This course is planned for medical secretarial students. The fundamental principles of bookkeeping are developed logically and applied in the terms of the physician. Various types of accounts, reports, and records kept by physicians and hospitals will be studied from a practical point of view. Credit: Three hours.

Business Organization and Management. (25f) This course deals with the underlying principles and phases which form the foundation for the successful conduct of business. A study is made of the problems of purchasing, production control, employment methods. The aims are to acquaint the student with the knowledge and technique of business management and executive responsibility. Students will be in a better position to intelligently carry on their work as business men and to grasp opportunities for advancement and success in their business careers. Credit: Three hours.

Business Law. (30w) This subject presents the more common rules and principles governing business conduct. The student is not qualified to act as his own lawyer, but the subject matter will give him an appreciation of law as a form of social control, a training in distinguishing issues in clear thinking and above all an awareness of legal situations involving rights and liabilities which should be recognized. Cases and problems are given to illustrate the many legal principles involved. Credit: Three hours.

Retailing. (27w) The purpose of this course is to give the student of retailing a general survey of those principles which govern successful store management. College students who are preparing themselves to enter various phases of retail merchandising should avail themselves of this course. Much emphasis is placed on the management and problems related to the large department stores. Prerequisite, Salemanship (23). Credit: Three hours.

SECRETARIAL COURSES

Typewriting. (5f or w) A fundamental course in touch typewriting for the purpose of mastering the keyboard, operative parts of the machine and simple problems of arrangement. This course is not open to students who have completed one year of high school typewriting. Emphasis is on technique and accuracy. Credit: Three hours.

Typewriting. (6f or w) Prerequisites, Course 5, or one year of high school typewriting. Instruction and practice directed toward improvement of speed and accuracy. Continuation of Course 5 with a study of business letters and development of speed and accuracy in writing plain copy. Meets five days per week. Credit: Three hours.

Typewriting. (15f or w) Prerequisites, Typewriting 6 or two years of high school typewriting. Special emphasis on business correspondence, quick and accurate arrangement of tabulated material, making of manuscripts and title pages. Continuation of work in development of speed and accuracy Meets five days a week. Credit: Three hours.

Secretarial Typewriting. (16f or w) Prerequisites, Typewriting 15 or two years of high school typewriting. More difficult work in tabulation, billing, writing rough drafts, and continuation of the development of speed and accuracy so that standards attained in the preceding courses will be maintained. Especially designed for students who have had two-years' high school typewriting and wish to develop precision in the technical work of the ordinary office. Meets four days a week. Credit: Two hours.

Secretarial Typewriting. (17w) Prerequisite, Course 16. Preparation of personal, business and professional papers and forms, all types of work a secretary must preform, giving more time to detail than was done in Course 16. Law office typewriting included. Work in speed and accuracy to maintain what has been developed in preceding courses. Meets four days a week. Credit: Two hours.

Secretarial Typewriting. (18) Prerequisite, Course 17. This course is made up mainly of legal typewriting, civil service problems, and difficult tabulations. Emphasis is placed on a high rate of speed and accuracy. Meets four days a week. Credit: Two hours.

Typewriting. (32) Advanced-Medical. This course is prescribed for medical secretarial students and deals specifically with the actual preparation of various medical reports. Also, bills, blank forms, cases, transcribing of medical shorthand notes, and other forms used in medical field. Credit: Two hours.

Office Machines. (20f or w). Prerequisites, Courses 15 or 16 or two years of high school typewriting and sophomore standing. A study of the practical use of modern office appliances, such as the mimeograph, mimeo-scope, ediphone, calculators, etc. Admission by consent of instructor. Meets five days a week. Credit: Three hours.

Advanced Office Machines. (34w) Prerequisites, Course 20. This course is given for students who want more practice on the machines they have learned to use in the preceding course. Advanced work on the Friden

Calculator, Burroughs Calculator, Burroughs Bookkeeping Machine, Mimeograph, and Ediphone are offered. Each student has the privilege to choose on which machine he wishes to do most of his practice. The Western Union office has offered to teach students the use of the Teletypewriter, which is also considered a part of this course. Hours credit and hours of practice to be arranged with the instructor upon enrolling in this course. No more than 3 hours credit.

Shorthand. (3f and w) An elementary study of the theory of Gregg Shorthand, using Functional Method Books I and II. The development of shorthand reading and writing with some dictation. Typewriting should either precede or parallel this course. This course is not open to students who have completed one unit of high school shorthand. Exception to this may be allowed if students desire a review of the theory work, but full credit will not be granted in that case, and permission must be obtained from the instructor. Meets five days a week. Credit: Five hours.

Shorthand. (4f or w) Dictation. Prerequisites, Course 3 or one year high school shorthand. A review of the principles of shorthand writing, intensive practice in dictation, reading and transcription. Meets five days a week. Credit: Three hours.

Shorthand (13f and w) Transcription. Prerequisites, Course 4 or two-years high school shorthand. Difficult reading and dictation matter with emphasis on accurate transcription leading to the production of mailable letters of medium length. Study of rules of punctuation, spelling and English grammar as applied to transcription is emphasized. Meets five days a week. Credit: Three hours.

Shorthand. (14) Speed Dictation and Transcription. Prerequisite, Course 4 or two-years' high school shorthand. This course offers advanced work in speed transcription. It is open only to students who have developed above the average rate in taking dictation in courses preceding this, either in high school or college. Admission only upon the successful completion of tests given to determine the rate the student has attained. Meets five days a week. Credit: Three hours.

Shorthand (33f) This is primarily a course in dictation and transcription for those students who wish to acquire higher rates of speed in taking dictation than those attained in the preceding course. Dictation is at the rate of 140 and 160 words per minute. Admission on consent of the instructor. Meets five days a week. Credit: Three hours.

Secretarial Procedures. (21w) Prerequisite, sophomore standing. Business ethics, secretarial duties common to all lines of business, such as handling mail, meeting callers, and using the telephone are studied. Emphasis is placed on development of secretarial personality. The student receives instruction in the use of present day filing systems and their application to various types of business. This course is designed to meet the needs of Medical Secretarial students also. Meets five days a week, two of which are laboratory periods to be arranged according to the individual student's schedule. Credit: Three hours.

Medical Shorthand. (22) Required course for all medical secretarial students. Study of highly technical medical terminology; common medical prefixes and suffixes, special forms, phrasing and medical vocabulary building. Dictation from medical journals and books, and complete clinical and pathological cases; abstracts of case histories and post-mortems. Credit: Two hours.

Calculator. (28) This course is designed to give students a thorough training in the rapid use of the Calculator. Credit: Three hours.

CARPENTRY

This course is planned to give students training in the work of the carpenter and joiner. Much of the work is done in the shop, where many projects are carried on for the schools — as the making of tables, bookcases, type-

writing tables, music stands, stage scenery, or other furniture needed in the schools. Students are also instructed in reading blue prints, in framing houses, flooring, shingling, etc.

FIRST YEAR

Shopwork. Names and uses of tools, care and sharpening. Work with all hand tools, practical exercises in joinery. Handling the saws, hammers, planes and screwdriver. Students this year work under the constant direction of second-year students or the instructor, in all projects. Credit: Seven and one-half hours per semester.

SECOND YEAR

Shopwork. Students learn to use the larger machines — the band saw, circular saw, planer and joiner, mortiser and electric sander. Estimating cost of projects and all kinds of wood finishes are taught, including smoothing, staining, painting or varnishing. Second-year students have training in leadership by being foreman on various school projects. Credit: Seven and one-half hours per semester.

Building Estimating. (3) Making quantity surveys from plans and specifications. Estimating costs of lumber and other materials in the construction of building projects. A study of the labor requirements for the various types of work in building construction. Credit: Three hours.

SHEET METAL (Terminal)

Sheet Metal. (1f) Lectures, recitation and shop work on projects demonstrating the theory of sheet metal shop practice. This will involve the use of the brake, shears, slip rolls, cutters and a variety of small hand tools as applied to this craft. Three hours daily, five days a week. Credit: Seven and one-half hours.

Sheet Metal. (2w) Prerequisite to this course is 1f. This course is a continuation of the introductory course, with the major portion of the time being spent on construction of sheet metal projects of a production nature. A variety of projects will provide the student with an opportunity to determine whether he should specialize in general jobbing, heating and ventilating or general sheet metal. Three hours daily, five days a week. Credit: Seven and one-half hours.

Sheet Metal. (3f or 4w) The student will choose a special field in sheet metal for the major portion of his work the second year. He will spend two semesters in this particular specialty.

a. General jobbing is composed of such jobs as may be encountered daily in the average sheet metal shops, from seam soldering various types of seams, to making tanks, tool boxes and cabinets.

b. Air conditioning involves essentially the layout of duct work and fittings. Students need the same fundamental training in shop work, drafting and layout as regular sheet metal employees. Jobs may arise in the shops where students can get practice, especially in installing duct work.

c. Aircraft sheet metal students will put into practice knowledge and skills acquired in the elementary sheet metal courses. Actual repair work is done on wrecked airplanes brought into the shop. Special work is done in such fields as layout, aircraft riveting, cabinet making, girder sections, wing sections which need to be riveted, and hand forming of various parts of cowlings and other actual parts of airplanes.

Industrial demands for trained aircraft workers are such that well-trained workmen are finding openings in industry. Three hours daily, five days a week. Credit: Seven and one-half—seven and one-half hours.

WELDING (Terminal)

Welding. (1 and 2f and w) Units of instruction include care of apparatus, welding of sheet steel, steel plate, cast steel, galvanized iron, cast iron, steel and iron alloys, copper, brass, bronze and lead. Practice is given in re-

building worn parts and in the layout of welding jobs. Three hours per day, five days a week. Credit: Seven and one-half - seven and one-half hours.

MACHINE SHOP (Terminal)

Shop Work. (1f) Bench work: Use of common tools for laying out, shipping, filing. Use of micrometers, taps, dies and reamers and hacksaws. Some work will be done in hardening and tempering. Lathe work: Centering, facing, straight and taper turning, U.S.S. threading. Drill Press - Drilling to a layout. Using drill press, center, counter-sinking and counter-boring. Three hours daily, five days a week. Credit: Seven and one-half hours.

Shaper and Planer. (2w) Surfacing, right angle work, down cutting. Milling machine - Cutting keyways, use of end mill, side mill and single indexing. Drill press - Tap drilling, tapping, reamer drilling, reaming. Lathe work - Making of running fit, forced fit and shrink fit, knurling, chuck work, straight and taper boring, internal threading, acme and square threading, pipe threading. Three hours daily, five days a week. Credit: Seven and one-half hours.

Lathe Work. (2f) Face plate work, use of steady rest and follow rest multiple thread, with a continuation of straight and taper boring with internal and external threading. Milling machine - Cutting a spur gear, spiral milling, bevel gearing, spiral gearing, worm gearing. Three hours daily, five days a week. Credit: Seven and one-half hours.

Tool Making. (4w) Making of taps, milling cutters, reamers, punches and dies. Bench work - Assembling and fitting of shop projects and handling production work which might come into the shop. Three hours daily, five days a week. Credit: Seven and one-half hours.

RADIO (Terminal)

Lecture to cover instruction in elementary mathematics, arithmetic and simple equations, slide rule computation, elements of D. C. and A. C., elementary electronics, theory pertaining to radio reception and transmission.

Laboratory to consist of the practical application of theory, to be realized by the actual construction of power supplies, receivers, simple transmitters, audio equipment, etc. The complete course has been planned to prepare the student for the various F.C.C. examinations in accordance with the present emergency demand for operators and technicians. One hour lecture, two and one-half hours laboratory a day, five days a week. Credit: Seven and one-half hours.

DRAWING

In offering Drafting and Descriptive Geometry we have two major purposes in mind: First, to enable the student planning to major in engineering to meet the requirements in drafting; second to provide opportunity for students in the terminal vocational courses to learn the language of industry as it will apply to his everyday needs.

Engineering Drawing I. (1f or w) Use of instruments, lettering, geometric construction, technical sketching, multiview orthographic projection pictorial drawing, dimensioning, tracing and blue printing. Speed and accuracy; and good technique in rendering drawings and in lettering is emphasized. A. S. A. standards are basis for drafting conventions. Such lectures as are necessary are given as a part of the laboratory period. Credit: Three hours.

Descriptive Geometry. (2f or w) Prerequisite, Course I. Orthographic projection of points, lines, planes and solids. Intersections of lines, planes and solids. Development of prisms, cylinders, cones, pyramids and warped surfaces. Shades and shadows. Perspective. Practical application of principles to problems of geology, mining, mechanical and architectural engineering. Credit: Three hours.

Engineering Drawing II. (3f or w) Prerequisite, Course I. Screw thread, bolts and nuts, working drawings, detail and assembly, gear and cam design, topographical and pattern drafting. Credit: Three hours.

Architectural Drawing. (4f or w) This course is designed to meet the needs of students interested in a basic course in architectural drawing as well as for vocational students interested in a course in small home planning. Architectural symbols; floor plans; elevations. interior and exterior details; bills of materials and specifications, are major considerations in the course. Credit: Three hours.

Related Drawing and Mathematics. (5f and w) This course is designed primarily for students in the terminal curricula who are enrolled in technical subjects; such as, Welding, Sheet Metal, Machine Shop, Auto Mechanics and Carpentry. The course contains units in technical sketching, blueprint reading, mathematics fundamentals, mensuration, solving formulas, shop problems, study of precision instruments and their use. Credit: Five hours.

Home Planning. (6f and w) This course is intended for terminal students in the vocational carpentry curriculum, also for other terminal students who wish to elect this non-transfer course. The consumer aspect of Home Planning is the major consideration of this course. Selection of home site, planning the site, cost considerations, styles of architecture; room arrangement, size and color schemes, construction features. A series of plates are required as a part of the course which include preliminary sketches, floor plans, elevations, landscaping and construction details.

EDUCATION

The courses listed below are arranged in the order which they should be taken by students who are candidates for a sixty-hour certificate. By following this order, prerequisites and requirements of the University of Missouri will be met without conflicts.

General Psychology. (1f or w) This is a course dealing with the principles which control human behavior. Emphasis is placed on the control of self as a means of controlling others. The course includes the reading of several non-technical books in the field of psychology. This course is a prerequisite for the course in educational psychology. Credit: Three hours.

Educational Psychology. (2f or w) The prerequisite for this course is general psychology or a biological science. This is an introductory course in the science of education. Application of the methods and results of experimental psychology form the basis of this course, with special emphasis on the practical application in the learning situation in the elementary school. Credit: Three hours.

Elementary School Organization and Management. (5f) This course is a study of the major problems of the organization and management of both materials and people. It is taught from the point of view of the teacher in the rural or elementary school. Credit: Three hours.

Technique of Teaching in Elementary Schools. (11f) Prerequisite, Course Two. The first half of the course will deal with general techniques and practices of the elementary school. The last half will include a special study of the various curriculum "areas" and the Elementary State Course of Study. Credit: Three hours.

Teaching of Arithmetic in the Elementary School. (12w) Prerequisites, Courses 2 and 11. The students in this course are first given a review of the materials which they will teach in arithmetic. This is followed by a study of the methods of teaching the materials. Credit: Three hours.

Observation and Practice Teaching in the Elementary School. (16w) Prerequisites, Courses 2 and 11. The first few periods will be spent in preparation for the actual practice work. Observations will be made of teaching in the elementary school, followed by six weeks of actual teaching. Credit: Three hours.

ENGLISH AND SPEECH

The primary function of English may be considered that of interpretation. As a social being, man must interpret to his associates his needs, desires, and thoughts; and at the same time, be able to interpret to himself, the needs, desires, and thoughts of his associates.

The aim of this department is to assist in this interpretation. The courses in composition and speech have as their objective the interpretation of self through correct, lucid, accurate, and forceful expression; and the courses in literature have as their objective the interpretation of others through the study of literature.

COMPOSITION

English Composition and Rhetoric. (1f or w) Prerequisite, none. Detailed study of and drill in grammar, punctuation, spelling, and sentence structure. Required of all students. Credit: Three hours.

English Composition and Rhetoric. (2f or w) Prerequisite, Course 1. Detailed study and practice in sentence construction, paragraph structure, and the writing of exposition, description, and narration. Collateral reading with class discussion, etc. Credit: Three hours.

LITERATURE

English Masterpieces. (3f) Prerequisite, none. A study of the various types of literature: lyric and narrative poetry, formal and informal essays, drama, biography, short stories and the novel. Recommended for freshmen and open to sophomores. Credit: Two hours.

English Masterpieces. (4w) Prerequisites, none. Similar in outline to Masterpieces (3f) but is not merely a continuation of it. These two courses are independent of each other. A student is privileged to take 3f or 4w; or he may take both 3f and 4w. Recommended for Freshmen and open to sophomores. Credit: Two hours.

English Life and Literature. (11f) Prerequisites, Courses 1 and 2, and sophomore standing. A general survey course in English literature studied in its relation to successive phases of English national life. Not open to freshmen. Both this course and 4w are required for admission to upper class courses in English. Credit: Three hours.

English Life and Literature. (12w) Prerequisites, Courses 1 and 2, and sophomore standing. A continuation of Course 11f. Credit: Three hours.

Children's Literature. (13w) Prerequisites, Courses 1 and 2. Open only to sophomores in the Teacher-Training Department. A study of stories and poems which are usually taught in the elementary grades; namely, fables, folk tales, literary fairy tales, myths, legends, lyric poetry, fiction and biography. Credit: Two hours.

SPEECH

Fundamentals of Speech. (5f and w) Prerequisite, none. A survey course in speech, in which general proficiency is sought in voice, diction, reading, and speaking. Includes study of the use of the dictionary, of words, of the anatomy of the vocal organs, and of the principles of reading and of speaking. Practice in reading and in speaking. Credit: Two hours.

Debate. (6f) Prerequisite, none. An intensive study of the intercollegiate debate proposition for the year. Students will attend lectures on principles of argumentation and apply these principles to the proposition. Each student will submit as a semester project, a formal brief of the proposition. The varsity debate squad will be selected from members of the class. Since the debate proposition changes each year, the course may be repeated for further credit. Credit: One hour.

Public Speaking. (15f) Prerequisite, Course 5. Required of all engineering students at the University of Missouri. Study of principles of narrative, expository, and argumentative discourse. Impromptu, extemporaneous, manuscript, and memorized speeches. Rhetorical plan and outlines, research for speeches, and formal study of bibliography, involves much library work. Practice in parliamentary law. Credit: Three hours.

Argumentation. (16w) Prerequisites, full sophomore standing. Should be taken by all pre-law and pre-theology students. Study of evidence, types of argumentation, fallacies, and refutation and rebuttal. Technique of persuasion by means of logical and psychological analysis, with practice both oral and written. Formal study of bibliography and use of library. Complete brief as semester project. Credit: Three hours.

Theory and Practice of Literary Interpretation. (17f or w) Prerequisite Course 5, one year of high school speech, or special permission. A survey course in interpretation of all forms of literature. Group drill before the classroom. Emphasis will be placed on the artistic and creative aspects of oral reading and acting. Group and individual practice in the various forms of oral expression, primarily the drama, prose, and poetry. This class forms the acting nucleus for full length public production. Credit: Three hours and laboratory.

FOREIGN LANGUAGES

The Foreign Language Department aims to achieve the progressive development of the fundamental language skills which are reading, understanding, speaking and writing of the language studied; the mastery of the grammar necessary for the proper growth of these skills; the increased knowledge of English grammar and vocabulary which results from thorough language study; the knowledge of the relationship between English and the foreign language; and better understanding of foreign peoples through the study of their literature, culture, history, and civilization.

The language required for an A. B. degree is usually fifteen (15) hours, or ten (10) hours when the student has had two years of the language in high school, or five (5) hours with three years of the language in high school.

SPANISH

Elementary Spanish. (1f or w) No prerequisites. Fundamentals of pronunciation, grammar, composition and conversation. Provides an adequate knowledge of the rudiments of the language and a foundation for advanced study. Credit: Five hours.

Intermediate Spanish. (2f or w) Prerequisite, two years of high school Spanish or College Elementary Spanish. Review of grammatical fundamentals with more intensive composition. Conversation based upon topics with both rapid and intensive readings and translation. Credit: Five hours.

Advanced Spanish. (3f or w) Prerequisite, three years of high school Spanish or college Intermediate Spanish. Rapid reading of several Spanish texts. Intensive exercises in composition and conversation based upon topics of daily life. Credit: Five hours.

Advanced Spanish. (4f or w) Prerequisite, Course 3 of which this is a continuation. Given at the discretion of the instructor. Credit: Three hours.

FRENCH

Elementary French. (1f) Careful study of pronunciation, verbs, and grammar. The students get daily practice in the reading, writing, and speaking of French. Vocabulary building and drill in the use of important idioms. Credit: Five hours.

Intermediate French. (2f or w) Prerequisite, Elementary French. Two years of high school French. Grammar review. The active vocabulary is enriched daily with the addition of new idioms and practical words. Stress is laid upon conversation. The student becomes acquainted with French institutions, customs, history, and literature. Credit: Five hours.

Advanced French. (3f and 4w) Prerequisite, Intermediate French. Rapid readings of important French authors. Advanced composition and conversation. Three hours per week for two semesters. Credit: 3-3 hours.

GERMAN

Elementary German. (1f) Everyday expressions, practical vocabulary and idioms are learned. Careful study of pronunciation, verbs, and grammar. Students have daily practice in reading, writing, and speaking German. Credit: Five hours.

Intermediate German. (2w) Prerequisite, Course 1. German reading, syntax and composition. Practice in conversation. Acquaintance with German culture and some of the best works of German literature. Credit: Five hours.

Advanced German. (3f or w) Prerequisites, Beginning German and Intermediate German. Advanced reading course. Rapid reading of German masterpieces. Three hours per week for two semesters. Credit: 3-3 hours.

GEOGRAPHY

Introduction to Geography. (1f or w) A study of natural and cultural conditions in the many countries of the earth and their bearing on the development of civilization. The natural resources, population, races, and peoples. Climate, living conditions, manufactured products, transportation, location, atmospheric conditions, modification of the earth's surface due to internal and external forces, the development and distribution of leading industries, the growth of cities and nations as affected by natural causes. Credit: Three hours.

Economic Geography. (2f or w) A study of the economic resources of the earth, the extent and location of raw materials entering into domestic and foreign trade, the trade routes, accessible markets, exchange of materials and goods among nations. Trade agreements, tariffs, population, wealth, natural demands for goods and special significance of these to American commerce will be studied. Credit: Two hours.

HISTORY

It is the purpose of the History Department to offer introductory work in the tracing of man's cultural development. The courses are planned both as prerequisites for more advanced study, and as terminal work. It is assumed that an acquaintance with the evolution of the institutions of human society will help citizens of the present age to understand their own environment.

History. (1f) Ancient History. No prerequisite. A survey of the early development of civilization in Egypt, Mesopotamia, Palestine and Asia Minor. The cultural contributions of the Greeks, with emphasis upon the government and society of Athens, and upon the philosophy, literature, art and science of the Hellenic peoples. A study of the development of Rome, through the republican and imperial ages. Credit: Three hours.

History. (2w) Medieval History. No prerequisite. Europe during the ten centuries between the Fall of the Roman Empire in the West and the discovery of the American Continents. The Eastern Empire under Justinian, the rise of the Frankish State, feudalism, the influence of the Medieval Church, the Renaissance, the rise of the national spirit in England and France. Credit: Three hours.

History. (3f) Modern Europe, 1492-1815. No prerequisite. The growth of national monarchies in France, Spain, and England. The Protestant Revolution. The establishment of the Netherlands, the religious wars of the 17th century, the development of absolutism in France. The growth of the English Parliament, Roundhead versus Cavalier, the Glorious Revolution. The 18th century struggles for colonial supremacy. The development of the Cabinet System in England. The Industrial Revolution. The French Revolution and Napoleon. Credit: Three hours.

History. (4w) Modern Europe 1815-1940. No prerequisite. Settlements of the Congress of Vienna. The Metternich System. The revolutionary movements of 1830 and 1848. The growth of Nationalism. Italy and Germany. Parliamentary Reform in England. The Third French Republic. The causes of the World War. Reconstruction of Europe and recent tendencies in the governments of Italy, Germany, Russia, and Japan. Credit: Three hours.

American History. (5f and w) A survey of the history of the United States, from the establishment of the earliest colonies to the present. An attempt is made in this course to present a balanced treatment of social, economic, and political development. Credit: Five hours.

Contemporary Europe. (6f and w) A survey of the problems that European society has been forced to meet since the war, 1914-1919. Credit: Three hours.

History of England. (7f and w) Origin and growth of the English nation, their social, political and economic growth; the Tudor and Stuart periods; the rise of Puritanism. Institutional development with emphasis on the struggle for constitutional democracy. Economic and social changes, and the founding of the British Empire. Credit: Three hours.

MATHEMATICS

The courses in mathematics are intended for those studying mathematics as a part of a liberal education, for those expecting to enter the fields of engineering or science and for terminal students. In addition to teaching the fundamental technical skills necessary for advanced courses in mathematics and science, elementary courses are designed to give an insight into the uses of applied mathematics and to form habits of rigorous thinking that will be helpful in other fields of work. Terminal business students will be given subject matter that meets their specific needs.

College Algebra. (1f or w) Prerequisite, one entrance unit in Algebra. A thorough review of high school algebra, advanced topics in quadratic equations, variations, progressions, mathematical induction, the binomial theorem, elementary theory of equations, probability, partial fractions and infinite series. Credit: Five hours. Students having one and a half entrance units in algebra will receive only three hours credit for this course.

Trigonometry. (2f or w) Prerequisite, one unit in plane geometry and Course 1 or concurrent registration in Course 1. The study of trigonometric functions and their practical applications. Emphasis is placed on analytic trigonometry, the solution of trigonometric and logarithmic equations and complex numbers. Credit: Three hours. Students having trigonometry in high school will receive only two hours credit.

College Algebra and Trigonometry. (3f) Prerequisite, three entrance units in mathematics including one and a half units in algebra. A combined course covering the material of courses 1 and 2. Credit: Five hours.

Analytic Geometry. (4w) Prerequisite, course 3 or courses 1 and 2 with a grade of M. The study of plane and solid geometry referred to a coordinate system. Credit: Five hours.

Differential Calculus. (5f) Prerequisite, course 4. The mastery of the fundamentals of differentiation and its application. A brief introduction to integration. Credit: Five hours.

Integral Calculus. (6w) Prerequisite, course 5. Continuation of the study of integration and its application. More advanced theory in both differentiation and integration, simple differential equations and functions of multiple variables. Credit: Five hours.

Business Arithmetic. (7f or w) Gives a thorough review of the fundamental operations with fractions and integers with emphasis on speed and accuracy in computation to aid the student in his accounting work. The fundamentals of business mathematics needed by the average employee, such as trade and cash discount, interest, bank discount, installment buying, taxes, and insurance, are studied. No credit in the college of liberal arts or pre-business and public administration course. Required for secretarial certificates. Credit: Three hours.

Introduction to the Mathematics of Finance. (8w) Prerequisite, one and a half units in high school algebra or courses 1 or 3. Simple and compound interest, annuities, perpetuities, bonds, sinking funds, life insurance and a brief introduction to statistics. Credit: Three hours.

MUSIC

College Orchestra. An opportunity for membership in the College Orchestra is provided all students who wish to become proficient in orchestral instruments. The orchestra meets five hours each week on school time. Symphonic music of the highest grade is studied. The orchestra furnishes music for assemblies, public gatherings, entertainments, and for high school assemblies in neighboring towns. Credit: One hour.

College Chorus. The college chorus meets twice each week. All students of voice should arrange to enroll in this chorus in order to acquire skill in ensemble singing and sight reading. Members become acquainted with masterpieces of choral music, including selections from opera, standard composition, etc. Credit: One hour.

College Band. The college band offers an opportunity for students to further their musical ability and is a very necessary organization at all school gatherings, football games, track events, pep meetings, parades, etc. Time is set aside for regular band rehearsals. Credit: One-half hour.

Introduction to Music I. (1f) (First Semester - First Year). A course in theory designed to furnish a background in the basic materials of music. Emphasis placed on problems of rhythm, notation, intervals, chord structures, sight-singing, and ear training. Students will write from dictation simple melodies and chorales using tonic, dominant and subdominant triads. Credit: Three hours, meets 5 days per week.

Introduction to Music II (2w) (Second Semester - First Year). Prerequisite, 1f. Essentials of simple harmonic writing, harmonization of melodies from bass and soprano, writing of original chorales. Use of major and minor triads, seventh and ninth chords. Dictation will include all major and minor intervals, chorales using all triads in both major and minor, and the treatment of more difficult rhythmic problems in melodic dictation. Courses 1 and 2 aim to provide a student with the necessary background for aural as well as written harmony. Credit: Three hours, meets 5 days per week.

Public School Music. (5f or w) (First Semester - First Year). For education major. A course aiming to present basic musical material necessary for the teaching of music in rural or other grade schools. Rote, study and observation songs, rhythm band and other pre-orchestra groups, records of standard compositions which should be included in music appreciation, problems and possibilities of music education. Credit: Two hours, meets 4 days per week.

Elementary Harmony. ((11f) - (First Semester - Second Year) - Brief review of basic harmonic materials embracing intervals, scales and triads. Harmonization from bass and soprano voice progression, using major and minor triads, sevenths and ninths in all inversions. Emphasis will be made of the conventional nineteenth century use of these materials. Credit: Three hours, meets 3 days per week.

Advanced Harmony. (12w) - Prerequisite, 11f. The pupil is introduced to the resources of chromatic harmony, modulation, major-minor mode, chromatic embellishing chords, and other harmonic developments of the twentieth century. Credit: Three hours, meets 3 days per week.

Musical Literature I. (13f) (First Semester - Second Year) Primitive music; the music of early civilizations. Medieval church music. Medieval secular music. Beginning and evolution of dramatic music. Culmination of the polyphonic style in Bach and Handel. Emphasis will be placed on appreciative understanding of the works of the masters. Correlation is made throughout with architecture, painting, sculpture, literature and philosophy. Principles dominating each of the art cycles with emphasis on the Baroque, Neo-Classic and Rococo periods. Credit: Two hours, meets three days per week.

Musical Literature II. (14w) (Second Semester - Second Year) Continuation of 13f. The period of Haydn, Mozart and Beethoven; the rise of romanticism in art, literature and music, the development of the art of song, the Wagnerian music-drama, program music, nationalism in music; movements of the 20th Century.

APPLIED MUSIC

Students may be enrolled for work in cello, organ, piano, violin and voice with the following teachers: Mary Bingham Porter, violin; Alta Cowen Dale, cello; Mae Marshall, organ; Marie Guengerich, piano; L. Buryl Harman, piano; Mae Marshall, piano; Nina Wright, voice; and Oliver Sovereign, voice. Students shall receive college credit, under the following requirements:

The fee for the semester will be paid in advance at the Junior College office. Lessons will be given at the college unless special arrangements are made with the Dean, in which case they may be given at the studio of the instructor.

Lessons will be forty minutes in duration once each week.

The prerequisites for college credit in applied music are: piano, two years; organ, two years; violin, two years; cello, two years; voice, one year and one year piano.

Voice. (1f and 2w) Fundamental work in breathing, posture, diction and blending of registers. Major and minor scales and arpeggios, within range. Vocalises such as Sieber, Conconne, Abt, Marchesi and Vacai. Simple songs in Italian and English. Credit: One hour each semester.

Voice. (11f and 12w) Continuation of fundamental work of the first year. Art songs of English, German and French schools. Recital required. Credit: One hour each semester.

Violin. (1f and 2w) Schradieck Scale Studies, Sevcik Bowing Exercises. Dont Preparatory Exercises, Kreutzer. Solos by Bohm, Tartini, Handel. Concertos of Nardini and De Beriot. Credit: One hour each semester.

Violin. (11f and 12w) Continuation of first year studies. Kreutzer Etudes. Concertos of Vivaldi, Mozart, Sophr. Recital Required. Credit: One hour each semester.

Piano. (1f and 2w) Major and minor scales and arpeggios. Technical exercises. Studies of Cramer, Heller, Czerny, Clementi. Bach Two and Three Part Inventions. Sonatas of Haydn and Mozart. Compositions of moderate difficulty of standard composers. Credit: One hour each semester.

Piano. (11f and 12w) Continuation of all technical studies. Octave studies. Bach Suites and Well Tempered Clavichord. Compositions of Beethoven, Chopin, MacDowell, Schumann, Mendelssohn, etc. Recital required. Credit: One hour each semester.

Cello. (1f and 2w) Major and minor scales and arpeggios. Technical exercises of Dotzauer. Sevcik Bowing Exercises. Schrader Etudes. Pieces of simple grade by Goltermann and Popper. Concertos of Klengle and Goltermann. Credit: One hour each semester.

Cello. (11f and 12w) Continuation of all technical work of the first year. Schultz Thumb position and Scale Studies. Additional pieces of Popper, Goltermann and Saint Saens. Credit: One hour each semester.

Organ. Prerequisite, two years piano. Technique and Registration (manual and pedal). Master Studies by Carl. Repertoire, Bach, Mendelssohn, Guillemont, Franck, modern composers. Credit: One hour each semester.

PHILOSOPHY

Courses in this department are intended to assist the inquiring mind to skill in reflective thinking, and to some acquaintance with reflective thinkers who have proposed answers to the deepest questions human minds ask.

Elementary Logic. (1f or w) A study of definition and the laws of thought by which the mind may gain dependable knowledge and draw sound conclusions is supplemented by practice in detecting flaws in the thinking or reasoning found in selected speeches, pamphlets, reports and books. Some attention is devoted to the more abstract problems involved in human knowledge. Credit: Three hours.

Introduction to Philosophy. (2w) Outline of the basic questions of philosophy. — "What is Truth?" "What is the nature of the universe, machine or living creature, or what?" "What is goodness?" "What is beauty?"—forms the basis for examination of the study of opinions of influential thinkers. Bit by bit the student is encouraged to construct for himself a consistent view of the universe and human personality. Credit: Three hours.

BIBLICAL LITERATURE

Courses in Biblical Literature are intended to assist the student toward a better understanding of the writings through fuller and more systematic knowledge of historical backgrounds, and thereby to develop an appreciation and love of the Bible as interpreter and aid to religious experience. By seeing the Biblical writers as living persons addressing other living persons with definite purposes in mind, attempt is made to lead the student to see how Scriptures fit life in every country and in every century.

Fundamental Moral and Religious Values. (3f or w) A survey of the moral and spiritual values contained in the idea of the Kingdom of God. An examination of Jesus' conception of the abundant life as an ideal for the individual and society, and how to attain it. Credit: Two or three hours.

Life and Literature of the Old Testament. (50f) Upon an outline of the centuries preceding Christ, and with the aid of maps and pictures and supplementary historical information, Old Testament writings are examined both for literary form and spiritual content. Comparison is drawn between conditions out of which the literature grew and conditions which have made it valuable ever since. Special attention is given to the influence of such personalities as Joseph, Moses, David, the prophets, and wisdom writers. Credit: Three hours.

Life and Literature of the New Testament. (60w) Study of Greek, Roman and Jewish elements in the situation in Palestine when the Christian movement originated is followed by tracing its spread under apostolic leaders. Questions of author, time of writing, and reason for writing are discussed in connection with the reading of each New Testament book. Credit: Three hours.

POLITICAL SCIENCE

The courses in political science are designed to meet the needs of pre-law students, and to serve as elective studies for those who would study government simply as a basis for enlightened citizenship. Sophomore standing is required for enrollment in this department.

Government of the United States. (11f or w) A study of the formation and of the structure of the Federal Constitution. The power and duties of the President. The work of the administrative departments. The functions and the methods of Congress. The federal judiciary at work. Interstate relations. Credit: Five hours.

International Relations. (12f or w) A study of the theory of international relations, with particular emphasis upon developments since 1919. Credit: Three hours.

SCIENCE

BIOLOGY

The courses in the Department of Biology are designed to meet the needs of three classes of students: (1) Those who wish to extend their knowledge of the living world, and of the principles governing the behavior of living organisms because of the cultural value of such knowledge. (2) Those who wish to major in the biological field. (3) Those who are preparing to enter some phase of agricultural or medical science.

General Zoology. (1f) No prerequisite. Study of the principles of zoological science. General survey of the animal groups. Close study of one vertebrate and representatives of other groups. Three lectures and two two-hour laboratory periods per week. Required of pre-medical, pre-dental, and pre-nursing students. Fall semester. Credit: Five hours.

General Botany. (2w) No prerequisite. Study of structures and activities of living plants, with a brief survey of the plant kingdom. An introduction to the principles and methods of Botany. Three lectures and two two-hour laboratory periods per week. Spring semester. Credit: Five hours.

Hygiene. (3f or w) Course covers the essentials of personal hygiene, social hygiene, and public health. Discussion of agencies and forces that make for better personal and group adjustment. Meets twice each week. Credit: Two hours.

Comparative Anatomy of Vertebrates. (4f) Prerequisite, General Zoology I. Detailed dissections of two or more vertebrates. Emphasis upon a comparison of homologous structures. Two lectures and three two-hour laboratory periods each week. Required of all pre-medical students. Spring semester. Credit: Five hours.

Physiology. (5w) Prerequisite, General Zoology I. The work is approached from both the structural and functional point of view. It includes a study of the cell, and introduction to embryology, the different types of tissue, the skeletal system, the muscular system, and the nervous system. The work includes lectures and recitations. Credit: Three hours.

Bacteriology. (6w) Prerequisite General Zoology I or General Botany 2. The history and fundamentals of bacteriology with particular reference to morphology, physiology, and role of microorganisms in nature; sterilization and disinfection; relation of microorganisms to disease; phenomena of infection and immunity; food preservation; food-borne diseases. Credit: Three hours.

Medical Ethics and Office Procedure. (7f) For medical secretarial students only. This course is planned to provide a thorough understanding of the training required in rendering satisfactory service to physician and patient. Practical demonstrations are given in the preparation of instruments and standard trays for medical and surgical diagnostic and treatment procedures. Methods of cleansing, preparing and sterilizing instruments are emphasized. Credit three hours.

CHEMISTRY

The chemistry department assumes two functions: First, to offer the chemistry courses required in the first two years of the work in chemistry, chemical engineering, medicine or other technical curricula; second, to meet the demands of those who feel that an understanding of the physical universe in which they live requires a knowledge of chemistry and its part in their lives.

General Inorganic Chemistry. (1f or w) Prerequisite, none. An introductory course covering the more important laws and theories. Because this is the only course in chemistry taken by many students, some attention is paid to the carbon compounds. Credit: Five hours.

General Inorganic Chemistry. (2f or w) Prerequisite, Course I, with a grade of M or better. A continuation of Course I. Course I and II are prerequisite to all other courses in chemistry. A continuation of Chemistry I with special emphasis on oxidation reduction reactions and the principles of solubility product. The properties of the metals are particularly stressed. Credit: Three hours, without laboratory work; five hours with laboratory work.

Qualitative Analysis. (3f) Prerequisite, Chemistry I and II. A laboratory course in the identification of the metals, and the more important anions. Credit: Three hours.

Quantitative Analysis. (4w) Prerequisite, Chemistry I, II and III. Includes the general principles, including both volumetric and gravimetric analysis. A laboratory course. Credit: Five hours.

Elementary Organic Chemistry. (5w and s) Prerequisite, ten hours of college chemistry. This is an introduction to some of the more important aliphatic and aromatic compounds. Class meets for three hours of lecture and four hours of laboratory per week. Special attention is given to the needs of pre-medical, pre-nursing and pre-agricultural students. Credit: Five hours.

PHYSICS

Note: The 8-hour course in Elementary College Physics is intended for Arts and Science, Pre-Medical, Agriculture, Home Economics, or Vocational students who do not have the mathematical background for the General College Physics course. The latter course is intended for Pre-Engineering students and others who possess the necessary mathematical background. Students cannot receive more than 10 hours total credit in physics in the Junior College. Anyone enrolling for Courses 1 and 2 who later decides to take Courses 3 and 4 cannot receive full credit.

Elementary College Physics. (1f) Prerequisite, plane geometry. Mechanics and electricity covered in a rather elementary manner. May be used to meet the five-hour physical science requirement for Arts and Science curriculum. Three lectures and two laboratory periods per week. Credit: Five hours.

Elementary College Physics. (2w) Prerequisite, Course 1, of which it is a continuation. Heat, sound, and light covered in a rather elementary manner. Courses 1 and 2 meet the requirements in physics for Pre-Medical students. Two lectures and one laboratory period per week. Credit: Three hours.

General College Physics. (3f) Prerequisite, ten hours of college mathematics. It is recommended that the course be taken concurrently with calculus. Mechanics, sound, and heat covered in a more thorough manner than in Courses 1 and 2. Intended primarily for Pre-Engineering students, but open to any student with the proper mathematical background. Three lectures and two laboratory periods per week. Credit: Five hours.

General College Physics. (5w) Prerequisite, Course 3. It is recommended that students taking this course continue with their calculus at the same time. Electricity, light, and modern physics covered in a rather thorough manner. applications of calculus being emphasized throughout. Courses 3 and 4 are intended to meet the requirement in physics for Pre-Engineering students. Three lectures and two laboratory periods per week. Credit: Five hours.

SOCIOLOGY

As history studies human events in order and system, and biology studies the origin and development of living organisms, and psychology inquires into the human mind and its workings, so sociology covers a definite field of human knowledge, namely, human life in the group. By a study of facts and conclusions drawn from many specialized sciences, sociology undertakes to give the student a well-rounded conception of the forces that shape human destiny, that he may be better able to discern the direction and the method of further human progress.

General Sociology. (1f or w) How the fertility of the soil, the climate and the rainfall, rivers and the lay of the land, heredity and environment, tradition and education, form of government and type of religion shape group life, furnish the subjects of first study. This is followed by a critical examination of some movements for social betterment, with a view to forming an opinion as to their probable effect on society. Credit: Three hours.

The Family. (50f) Consideration of the forms of the family known to historians and students of anthropology give a ground for discussion of problems arising out of marriage and the family. Factors which make or mar marriage and the home are studied with a view to helping the student to a satisfactory solution of personal problems. Credit: Three hours.

JOPLIN JUNIOR COLLEGE

STUDENT ACTIVITIES

The opportunity is given to every student in Joplin Junior College to exercise his many interests, not only in hard work with his studies, but in activities which bring him into contact with his fellow students.

Different types of organizations have been formed among the students of the college. They fall under the head of moral, cultural and social.

STUDENT SENATE

The Senate is composed of the President and Secretary of each class, the President of each student organization, a president and secretary elected annually by the school at large, the Dean of the College, the Dean of Men and the Dean of Women. This advisory body considers such matters as are of interest to the students and faculty, and seeks perfect harmony of action.

The president and secretary of the Senate must have sophomore standing (26 hours); must have maintained a scholastic average of M; and must not hold another major office, i. e., president of a class and editor or business manager of the Crossroads or Chart.

Y. M. C. A.

Men of both faculty and student body meet for Tuesday noon luncheon and fellowship at the Joplin Y. M. C. A. Varied programs of entertainment and inspiration are arranged by a student committee.

Y. W. C. A.

The Young Women's Christian Association, organized in 1938, endeavors to be of service to the women students of the College. It is a comradeship in which every woman of the college may share and offers an opportunity for development and training in leadership, religion, and social service. The activities of the Y. W. C. A. are varied enough so that every member may do the type of work that appeals most to her interest. Every member is given an opportunity to do as much work as she desires.

A group of delegates attends the fall and spring conferences of the Y. M. C. A. and Y. W. C. A. and the Regional Conference at Hollister during the summer.

JUNIOR COLLEGE PLAYERS

The Joplin Junior College Players is organized for the purpose of promoting interest in dramatic productions. With this purpose in mind the members produced two plays during the school year, and contributed materially to assemblies and other school functions. Membership includes not only those who have met special requirements and shown ability in acting, but students

in any field of dramatic work. Make-up, costuming, set designing, publicity management, and stage direction are other phases which are studied by this organization.

TEACHERS OF TOMORROW

Teachers of Tomorrow, the education club of the college, is for prospective teachers only. All members of the education department who are doing satisfactory work are eligible for membership. The purposes of the organization are to promote professional spirit among its members and to aid all school activities which are for the best interest of the college.

PHI RHO PI

The Missouri Gamma Chapter of Phi Rho Pi, national honorary forensic fraternity for junior college was formally presented the college on February 7, 1939.

As a junior college organization, Phi Rho Pi is comparable to Pi Kappa Delta, national honorary forensic fraternity for senior colleges. It is the purpose of Phi Rho Pi "to promote the interests of debating, oratory, extemporaneous speaking and other forensic activity in the junior college by affording a means of fellowship and cooperation among them, and by rewarding their deserving candidates with badges of distinction, graduated according to achievement."

Phi Rho Pi is the first national honorary fraternity to be established in the College.

DEBATE

The ultimate purpose of higher education is to develop the ability to think. No school activity is better adapted to this purpose than debate. Serving the ultimate purpose of education as it does, debate in the Joplin Junior College is a major activity. The College is a member of the Missouri Junior College Forensic Association and is the Missouri Gamma Chapter of Phi Rho Pi, national honorary forensic fraternity for junior colleges.

The College participates in debate tournaments in Kansas, Oklahoma, and Missouri. In the state tournament at Columbia, it engages not only junior college teams, but first and second year teams from senior colleges and universities, as well.

The Joplin Junior College Debate Tournament for High Schools, which has been highly successful in the past, is an annual affair. In this tournament, varsity debaters of the College gain experience as judges, chairmen, and administrators.

One hour of academic credit is earned by debaters recommended by the director of forensics.

The College aspires to assume a position of leadership in the field of debate.

RADIO

Over the local radio station, WMBH, Joplin Junior College presents a weekly half-hour program. This program is produced by the students and directed by instructors. It affords an outlet of expression for talented persons or groups and presents unusual opportunity for those who desire experience in radio work. Programs are open to all students and departments in the College. The programs range from music and drama to forum discussions of current events. The benefits derived from such work are considerable. Joplin Junior College is one of the few schools which are able to place radio work within the reach of all students.

PHYSICAL TRAINING AND ATHLETICS

It is the policy of the Junior College to meet the requirements of the State Department of Education in providing physical training for all students. At least two-hours work per week in the gymnasium, or the equivalent, is required of all students unless excused by a physician's certificate. A great

variety of indoor games are taught, which not only provide healthful exercise but will enable students to later assume leadership in play activities.

Athletic relations in football, basketball, tennis, golf and track are maintained with junior colleges in Missouri, Kansas and Oklahoma.

Football and track contests are held in Junge Field. This field is well equipped for both day and night games, and is one of the outstanding athletic fields in the State. The Memorial Hall auditorium with its ample floor and commodious balconies, provides a splendid court for basketball.

CONVOCATION

Convocation is held one hour each week throughout the school year. Programs are provided by the Student Senate and the Faculty, and consists of addresses by invited speakers, music by students and visiting musicians, debates, plays and other forms of entertainment.

Attendance at Convocation is necessary and strongly urged. Absences in excess of four per semester will result in loss of one honor point for each absence.

SOCIAL CLUBS

Students have organized clubs whose activities are largely social in nature. They meet once each week either in the college building or in the homes of members. Each club is sponsored by a member of the faculty. These organizations cooperate with the faculty in promoting interesting and wholesome social life for all students.

RULES FOR CLUBS

1. All clubs or organizations composed of Junior College students, and recognized by the Faculty as college organizations shall submit a constitution for approval of the Faculty.

2. Membership in these clubs is limited to regularly enrolled students in Joplin Junior College. No student deficient in scholarship or citizenship may become an active member, or remain such, if he later becomes deficient.

3. All clubs shall have a member of the Junior College Faculty as sponsor.

4. No student may belong to two social clubs at the same time.

5. No student may break his or her membership with one organization and seek membership in a like organization until one semester has elapsed from the time he or she has dropped affiliation with the first group.

6. Regular meetings may be held once each week in the college building, the home of one of the members, or in such other place as the Sponsor and Dean may approve.

7. The regular meeting time shall be registered in the office of the Dean.

8. Regular meetings shall adjourn not later than 10 p. m.

9. Social gatherings are to be held on Friday or Saturday nights, unless permission is obtained from the Dean's office to be held at another time. These gatherings shall be adjourned not later than 11 p. m. on a midweek date, and 11:30 on Friday or Saturday nights.

10. Dates for all social meetings shall be placed on the calendar with permission of the Dean.

11. Rushing in the Fall shall be completed during the first week of the semester.

12. Bids shall be cleared through the office of the Dean.

13. Not more than one social affair, with dates, shall be held each semester.

"No student organization which in any way represents the Junior College before the public or which holds itself to be an organization of Junior College students, may use the name of the Junior College in connection with its name, or in connection with its members as students without the proper faculty or administrative committee."

JUNIOR COLLEGE ENROLLMENT 1941-1942

FRESHMEN

| | | |
|----------------------|---------------------|------------------------|
| Dan Abernathy | Florence Fleming | Irene Owens |
| Richard Aiken | Donna Foshay | Isabel Pahlow |
| Lois Avery | Charles Frisby | June Palmer |
| Margaret Ayler | Charles Galbraith | Jack Parker |
| Leonard Bailey | Bill Gandy | Jean Paschall |
| Bill Baker | Vera Goodwin | Charles Boyd Patrick |
| Rosemary Bardwell | Robert Graham | Kenneth Patterson |
| Faye Barnes | Doris Graue | Marvin Pearson |
| Louise Barnhart | Joannah Griffin | James Pickett |
| Dorothy Bartlow | Frankie Guthals | Elsie Potts |
| Willis Bassett | James Hadden | Bob Prince |
| Bill Beasley | Charles Hedrick | Robert Preston |
| Jack Becker | Claude Hendry | Mary Catherine Randall |
| Warren Bellis | Carl Herrington | Eugene Rapp |
| Geraldine Benge | Kathaleen Hight | Clarence Reynolds |
| Colette Birdwell | Betty Hinshaw | Donald Rhoads |
| David Blankenship | Jack Holley | Francis Roderique |
| Leon Bormaster | Wilma Hood | Douglas Rogers |
| Joy Bowles | Nadine Hosp | Norma Rayl |
| Barbara Brelsford | Alice Marie Houf | J. R. Riggs |
| Emma Nell Brown | Wanda Jean Howey | Howard Rountree |
| Galen Browning | William Humphrey | Robert Rousselot |
| Dean Buell | Betty Jean Huser | Charles Russell |
| Ray L. Bynum | Willie Lou Jenkins | James Sampson |
| Dorothy Calvert | Dorothy Junge | Alan Sayles |
| Paul Camfield | Elizabeth Kelley | Robert Schultz |
| Pete Camfield | Thurman Kelley | Dorothy Scott |
| Bill Campbell | Jack Keeton | Owen Shelton |
| Philip Campbell | Elmer Ketchum, Jr. | Fred Sibenthaler |
| Roy Gene Campbell | Herman Lambert | Lloyd Sill |
| Milburn Carlson | Betty Lann | Frances Skaggs |
| J. S. Carter | Ruth Lawson | Ethel Smith |
| Mary Margaret Cater | Edna Ann Little | Robert Smith |
| Tom Cheek | Nelson Logsdon | Wilfred Snyder |
| Wayne Chesney | Bob McClarrinon | Caroline Stewart |
| Jack Childress | Dennis McColgin | Dorothy Stemmons |
| Ray Chowning | Jess McCormick | Dorothy Stratton |
| Connie Clark | Louis McDonald | Donald Sweeton |
| Jack Cornwell | Charles McGehee | Jack Studebaker |
| La Mora Coulter | Mozelle McHenry | Mary Stevens |
| Imogene Craig | Lee McNeal | Melvin Taylor |
| Julia Creech | Dorothy McReynolds | David Thompson |
| Kenneth Cromer | Margaret Magill | Mary Louise Thurman |
| Margaret Crouch | Bonnie Manzer | Bob Tipping |
| Max Custis | Mary Lou Marlatt | Bob Todd |
| Jess Dagley | Hulan Massey | Peggy Treadway |
| Stephen Dagley | Bill Meyer | Teddy Tunnell |
| Dewey Dalton | Bob Miller | Robert Turner |
| Eugene Daniels | Harry Miller | Evart G. Turpin |
| Bill Davis | Mary Maxine Mink | William Ummel |
| Charles L. Davis | Allen Morgan | Lois Van Horn |
| Helen Davis | Vera Lou Myers | Howard Vest |
| Larry Devers | Mary Lou Nance | Nadine Wade |
| Dorothy Dietz | Keyton Nixon | Jane Walker |
| Isabelle Duensing | John W. Norman, Jr. | Geneva Ward |
| Roger Edgar | He'len Nutz | Bob Warden |
| William Ellis | James O'Hara | Vera Deane Ware |
| Winifred English | Thomas O'Hara | Bill Weaver |
| Hazel Marie Farneman | Wayne Ohlhausen | C. V. Weddel, Jr. |
| Irene Filler | Bill Oliver | Jack Westland |
| Mildred Finley | Helen Outland | Elizabeth Wetherall |
| Larry Flanigan | | |

Llewellyn White
Harold Williams
Robert Lloyd Williams

Cletus Witter
Doris Wommack
Lucille Wray

Donald Yates
Dale Yokley
Evelyn Zaccarello

SOPHOMORES

SPRING 1942

Peggy Allison
Mary Jeanne Annis
Don Atteberry
Joe Bates
Nora Lee Bauer
James Baysinger
Hildred Bebee
Barbara Ann Bell
Richard Bennett
Jean Brown
Harry Brown
Max Brown
Robert Busby
David Butcher
Bonnie Jean Campbell
William Campbell
Dale Cearnal
James Charles
Edna Chestnut
Shirley Ann Coombs
Verna Corum
Paul Curry
Howard Dale
Rosa Lee Dawes
Mary Belle Day
Elizabeth Degginger
William Degginger
Roy Denton
Norma Fullerton Drake
Robert Dreisback
Maxine Edmondson
Fern Evans
Louise Famuliner
Elinor Flick
Don Flinn
Don Fitzwater
Patricia Foulke
Marion Fountain
Perry Freeman
Edra Gardner
Nancy Gardner
Earl Gilliam
Harry Gilmore
Bettybelle Guthals
Junior Dee Harchas
Norman Hart

Robert Hayes
Marion Hazell
Robert Higgins
Flora Marie Hodson
Robert Hoofnagle
Betty Jo Horn
Bill Haughwaut
Alice Houston
Verla Marie Jackson
Marvin Jacobs
Martha Jane Johnston
Harriet Jones
Virgil Jones
Winifred Jones
Martha Kassab
June Keepper
Jack Kirkley
Patricia Lacey
Guida LaGasse
Alberta Leach
Mary Elizabeth Link
Eda Jean Lippett
Floyd Lyon, Jr.
Jack Lytle
Kathleen McGregor
Myron McIntosh
Marion Maring
John Martin
Bob Masters
Ethel Webb Morgan
Lewis Morgan
Margaret Morris
Martha Moses
Herbert Mosier
Glenda Muhlenburg
Glenna Munson
Martha Murphy
Alta Mustain
Douglas Myers
Winston Neal
Ralph Newby
Robert Nutz
E. W. Oglesby
Dorothy Palmer
Mary Perrin
Paul Perry

Leffen Pflug
Jacquelyn Phillips
Jane Prigg
Tom Prince
Walter E. Purdom
James Randall
Martha Gilberta Reed
Glenn Rice
Robert Rice
Bette Roberts
Lynn Rollins
Dorothy Rousselot
Carl Saft
Robert Schink
Herman Schulte
Elden Scoville
Morgan Scoville
Frances Secrest
William Shafer
Charles Sharp
John Shellenberger
Chester Smith
Richard Snyder
Donald Stamps
Lenora Stringham
James Studebaker
George William Sullivan
Madge Sullenger
Elroy Thomas
Earl Thomas
Lois Tonjes
Wilma Jane Towers
Jack Townley
Dorothy Vawter
Robert Wagner
Sam Wallace
Richard Wardlow
Glen Weygandt
Bob Wheeler
Lorraine White
Margaret White
Jack Williams
Betty Jo Williams
Gladys Winter
George Wright
James Wright

SPECIAL STUDENTS 1941-1942

Jean Campbell
William Campbell
Herman Collier
James Durkin
Maxine Edmondson
Richard Evenson
Howard Hadley
Walter Konantz
Sidney Lawson

Floyd Lyon
Lee McKee
Herbert Madams
Mae Marshall
William Myers
Louis Newman
John Nicholson
Parker Rogers
Margie Lou Sharp

Virginia Siler
Kenneth Smith
Warren Stoddard
John Thompson
Adel Timberman
Donald Warden
James Werner
Lloyd Wood

SUMMER SCHOOL STUDENTS |

1941

| | | |
|------------------|--------------------|-------------------|
| May Barlow | Alice Houston | Ora Purdom |
| Joe Bates | Grethel John | Walter Purdom |
| Peggy Blackburn | Virgil Jones | Gilberta Reed |
| David Blair | Winifred Jones | Marie Reeves |
| Clara Blaise | June Keeper | Glen Rice |
| Arthur Boles | Creola King | Parker Rogers |
| Helen Bowles | Jack Kirkley | Marcella Roper |
| Max Brown | Jane Lanpher | Betty Rowton |
| Charles Bunce | Alberta Leach | Virgil Schmidt |
| Clendora Burt | Genevieve Lowe | J. C. Schulte |
| Jean Campbell | Floyd Lyon, Jr. | Elden Scoville |
| Dale Cearnal | Martha McDonald | Morgan Scoville |
| Edna Chestnut | Mozelle McHenry | Auda Sellers |
| Cathryn Clark | Johanna McMechan | Grace Smith |
| Florence Coyner | Dorothy McReynolds | Donald Stamps |
| Margaret Dennis | Ruth McReynolds | Jimmy Strain |
| Irene DeVaney | Ethel May | Lenora Stringham |
| Mildred Eggerman | Lula Moore | Madge Sullenger |
| Gaylon Enos | Cora Moorman | Barbara Thomas |
| Margaret Evans | Emma Morgan | Evart G. Turpin |
| Margaret Fisher | Herbert Moser | Pearl Vaughn |
| Ellie Flick | Martha Moses | Robert Wagner |
| Patty Foulke | Glenda Muhlenburg | Richard Wardlow |
| Norma Fullerton | Glenna Munson | Jane Warner |
| Doris Gant | Alta Mustain | Constance Watts |
| Edra Garner | Douglas Myers | Anna Belle Weaver |
| Arrell Gibson | Cleo Naramore | Bob Wheeler |
| Irma Harrison | Robert Nutz | Llewellyn White |
| Regina Heger | Dorothy Palmer | Margaret White |
| Robert Hickman | Wilma Palmer | Mary Freda Woods |
| Bob Higgins | Elrcy Pratt | |
| Edna Lee Horton | Jane Prigg | |

